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17 JAN 1973

MEMORANDUM FOR: Chairman, GS-13 Evaluation Board

SUBJECT

: Recommendation for Promotion to GS-14 Charlotte Bustos-Videla

 It is recommended that Charlotte Bustos-Videla be promoted from GS-13 to GS-14.

- 2. The performance of this officer has been characterized for many years by all of her supervisors as consistently strong to outstanding. She has been able to establish herself as indispensable in each Headquarters Branch or Field Station assignment, usually functioning as the backbone of the unit to which assigned. Since return to Headquarters in September 1972 from her field assignment in Mexico, her performance has been entirely congruent with the thrust of the Field Station's enthusiasm over her ability, performance, attitude and growth potential. She is currently chief of the Cuban and CA Section of her branch, and has established once again her mastery over her assigned duties. She is the kind of sound, dependable, yet imaginative officer greatly appreciated by her supervisors. In short, she is a true professional who performs beyond her grade level.
- 3. In regard to her potential, she has served in the Agency since 1951, starting as a secretary/stenographer, and advancing brilliantly with each new challenge offered. She achieved professional status in 1953 and has spent the bulk of her time since then specializing in Latin American affairs, demonstrating total flexibility in assignments, a voracious appetite for work and a penchant for exceptionally precise and thorough production. A review of her career to date can lead to the conclusion that she has always risen successfully to each new professional challenge, and is still far from reaching her maximum capacities. While she has had little supervisory experience in the field, her supervisor was of the opinion that she is a "natural leader". This has been borne out in her performance in her current capacity as a Branch Section Chief, in which she has demonstrated exemplary supervisory ability. Notwithstanding her drive, aggressiveness and professional aplomb, she is a popular co-worker, is receptive to guidance and sensitive and responsive to the needs of her subordinates.

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- 4. This employee has utilized her fluency in the Spanish language to maximum advantage in her work. Formal testing recently confirmed her high proficiency in that language. Coupled with a comprehensive training record and her invaluable experiences over a twenty year period, she has become particularly effective in Latin American operations and operational support, demonstrating excellence in each of several recognized specializations, including CI operations, functional support, reports and requirements, area support and varied covert action activities.
- 5. The officer's adaptability, high intelligence and mastery over her trade was of inestimable value to Mexico City Station, and over a five year period from 1967 to 1972, she functioned as the Station's internal troubleshooter. Her duties included the maintenance of

target analysis, reports writing, operational support, handling of agents, and special assignments as the Chief of Station's Executive Assistant.

- 6. The employee is occasionally called upon by the Office of Training to administer specialized training, and she was chosen recently to attend the Mid-Career Course ending in December 1972. Meanwhile, her absence from her new job is felt sorely by the Branch. It is expected that her current assignment will last about two years.
- 7. In summary, we have here an exceptional officer who has been performing at the level of a GS-14 for some years; it is now time to promote her to that grade commensurate with her performance and which she so justly deserves.

Theodore G. Shackley

Chief

Western HemisphereDivision

MEMORANDUM FOR: Chairman, QSI - Honor and Merit Awards Panel

SUBJECT -

14-00000

Request for Quality Step Increase (HR 20-37)

Mrs. Charlotte Bustos-Videla

- 1. On the basis of the information presunted below, it is recommended that a Quality Step Increase be approved for Charlotte Bustos-Videla.
- 2. As noted in the attached fitness report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities in the Cuban section of the Mexico City Station, she has recently been made the executive assistant to the Chief of Station at Mexico City. In this job, she screens all incoming material for matters of interest to the Chief and Deputy Chief of Station. She also continues performing her past functions in the Cuban section for the Station.
- 3. Subject's present high quality of performance is typical of her performance since she entered the Agency in 1951. It is fully expected that this level of performance will be maintained.
- 4. Although the present Chief of Station was not the reviewing official on the attached fitness report, he has commented that he considered Subject an outstanding officer and has recommended that she be considered for a Quality Step Increase,

filliam b. Broe

Chief

Western Homisphere Division

EYES ONLY SECRET

6 MAR

MEMORANTUM FOR: Secretary, CBCS Panel (Section A)

SUBJECT:

42.

Recommendation for Promotion to Orade G8-13

Charlotte Z. Bustos-Videla

1. The promotion of Charlotte Z. Bustos-Videla from GS-12 to GS-13 is hereby recommended.

- 2. This exceptional officer has now been performing at a senior level for several years and, while recognition through a Quality Step Increase was granted her last year, her sustained performance clearly exceeding the requirements of a GS-13 qualifies her for a promotion at this time. Subject is one of the outstanding women who have demonstrated their capacity for even further advancement within the Agency and will probably continue to advance in the future. The present recommendation is based on already demonstrated ability to operate at a senior level.
- 3. Shipert is 36 years old and has been in grade as a 68-12 for the past five and one-half years.

Desmond PitzGerald
Chief,
Western Hemisphere Division

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REQUEST FOR PERSONNEL ACTION 30 August 1972 2. MAR (Lan-First-Medile) 007667 Bustosvidela, C/Z. NATURE OF PERSONNEL ACTION . EFFECTIVE DATE REQUESTED Reassignment and Transfer to Vouchered Funds 17 Regular PINANCIAL ANALYSIS NO. CHARGEASLE 8. LEGAL AUTHORITY (Compli V 10 V v 10 0 3235-0620 con wf. Ø 10 Ø 6 CF 10 V 10. LOCATION OF OFFICIAL STATION P. ORGANIZATIONAL DESIGNATIONS DDP/WH Division Branch 1 CA Section Wash., D. C. II POSITION TITLE 2 POSITION NUMBER 2 CARLER SERVICE DESIGNATION Ops Officer (D-13)1294 D 14. CLASSIFICATION SCHEDULE (GS, L.B., etc.) 13 OCCUPATIONAL SERIES 16. GRADE AND STEP IT SALARY OR RATE . , 22,487 0136.01 13 GS 18. REMARKS XHOME BASE: WH FROM: DDP/WH/BR 1/MEXICO CITY STATION/0418 2 - Security 1 - Finance Issue Army W-2 (Concur: CCS E 2 IMPDET CL BY 007034 DATE SIGNED 188 SIGNATURE OF CASSES MENTO AN PROPERTY CHESTER L. Berthold, C/WII/Rers 23 untienti Code 31. MPARATION 32 (GPRICTION/CAMPILLATION GATA 33 SCES117 DOOR ATAG M 143114 (ATTGGET 48 Periet Brittigie eit CO01 Mask interes toxical mant 5,475 TAT 2 L 8 Sa Tagalain is - BO RE NO STOKE 6-ED Fail (No. 1)

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HEMORANDUM FOR: Charlotte Bustos-Videla

THROUGH : Chief, WH Division

SUBJECT : Quality Step Increase

1. I was pleased to learn that you have been granted a Cuality Step Increase. Such recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Service.

2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Thomas H. Karamossines Deputy Director for Plans

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1 2 DEC 1969

MEMORANDUM FOR: Head, Clandestine Service

Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -Charlotte Bustos-Videla

- 1. I am pleased to send to you the attached official notification of the approval of a second Quality Step Increase to be awarded to this employee. The previous Quality Step Increase was effective March 1964.
- 2. May I again ask that you arrange an appropriate ceremony for the presentation of this Quality Step Increase which is in recognition of her continuing excellent performance.

Se Robert S. Wattles
Director of Personnel

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SUBJECT: Request for Quality Step Increase (HR 20-37)
Mrs. Charlotte Bustos-Videla

APPROVAL RECOMMENDED:

Chairman, DDP QSI Panel

APPROVED:

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23 June 1967

MEMORANDUM FOR: Contral Cover Group

SUBJECT : Cover for Charlotte E. Eustou-Videla

1. Mrs. Charlotte E. Bustos-Videla is being transferred PCS to Lexico City in staff capacity. She will fill slot 1523.

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No. 39468. (See copy attached	i) /
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THE STATE OF

1 SEP 1966

MEMORANDUM FOR: CSPS/A

SUBJECT

Recommendation for Promotion of Charlotte Bustos-Videla

- 1. The promotion recommendation to GS-13 of Mrs. Charlotto Bustos-Videla is hereby submitted. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 by 1959. She has now been almost seven years in grade and has been recommended for promotion to the CSPS/B by WH Division five times previously.
- 2. This outstanding officer has continued to perform at the exceptional level which has by now become her standard of performance. Her past four annual Fitness Reports have each given her an overall rating of outstanding. In this connection it is noteworthy that no two Fitness Reports were written by the same rating officer. She continues to occupy a GS-12 efficer slot and her performance clearly continues to exceed the requirements for that position. She is considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency.
- 3. Mrs. Bustos-Videla not only continues to bring continuity to the Mexican Branch through her long experience on Mexican affairs, but consistently contributes to the smooth functioning of the Branch through her highly efficient organizational capabilities. She has been called upon to handle all manner of difficult desk problems. She invariably responds quickly, cheerfully, and effectively. She has been instrumental in on-the-job training of a number of officers, both for desk assignments and in preparation for field assignments. She has excellent rapport with innumerable persons in other areas and staffs, thus adding to the efficiency and speed with which she accomplishes her daily tasks. Her promotion at this time is arged.

Approved by CS Control State of Total 189855

William V. Broe Chief, Western Hemisphere Division

(When Filled In)

11 August 1966

MEMORANDUM FOR: Charlott Z. Bustos-Videla

THROUGH

Head of G3 Career Service

SUBJECT

Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible,

- 2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you do not have sufficient time prior to completing 15 years of service with the Agency in which you could complete a minimum of 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no may affects your current status under the Civil Service Retirement System, nor does it preclude resonsideration of your eligibility to participate in the CIA System it you should meet the requirements for designation in the future.
- 3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."
- 4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are tamiliar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

zr D. Echols

Director of Personnel



1 MAR 1966

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT

Recommendation for Promotion to

Grade GS-13, Charlotte Z. Bustos-Videla

- 1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby submitted.
- 2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently, of the experience on Mexican affairs acquired through continuity in her present assignment.
- 3. The comments made in connection with the four previous promotion recommendations continue to be entirely applicable.
- 4. Subject is 37 years old and has been in grade as a 63-12 for the past six years.

William V. Broe Chief,

Western Hemisphere Division

Exists are arrest.

CALS VALL

9 CEP 1965

MEMORANDUM FOR: Secretary, CS/CS Panel (Section A)

SUBJECT: Recommendation for Promotion to Grade GS-13, Charlotte Z. Bustos-Videla

- 1. The promotion request from GS-12 to GS-13 on Mrs. Bustos-Videla is hereby resubmitted.
- 2. This outstanding officer has continued to perform at the exceptional level which has by now become for her a standard of performance. She now formally occupies a senior (GS-13) FI Officer slot in the Mexican Branch and her performance clearly continues to exceed the requirement for that position. She is still considered to be one of the outstanding women who have demonstrated their capacity for further advancement within the Agency, independently of the expertise on Mexican affairs acquired through continuity in her present assignment.
- 3. The comments made in connection with the three previous promotion recommendations continue to be entirely applicable.
- 4. Subject is 36 years old and has been in grade as a GS-12 for the past six years.

William V. Broe
Chief,
Western Hemisphere Division

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MEMORANDUM FOR: Secretary, CSCS (Panel A)

SUBJECT: Recommendation for Promotion to GS-13
Mrs. Charlotte Bustos-Videla.

- 1. The promotion to GS-13 of Mrs. Charlotte Bustos-Videla is recommended. Mrs. Bustos-Videla entered the Agency in August 1951 as a GS-5 and rapidly and deservedly rose to a GS-12 grade by 1959.
- 2. This recommendation is based on Mrs. Bustos-Videla's performance during the past three years as the senior assistant to the various chiefs of the Mexican desk/branch, who unanimously have found her to be extremely competent and reliable both in her routine assignments and special tasks occasionally levied on her, such as country studies, compilation of programs, requirement reviews, etc.
- 3. Mrs. Bustos-Videla has consistently responded with intelligence and clarity and has materially centributed to orderly imaginative administration of Headquarters support to a most active station. In the process, she has been instrumental in training on-the-job innumerable officers both for desk assignments and in preparation for field assignments.
- 4. For her outstanding performance she received a quality step increase in April 1964. This deserved recognition should now be followed up at this time by a promotion to the next grade in accordance with the consistently good performance at the GS-13 level over a prolonged period of time.

Desmond FitzGerald

Chief

Western Hemisphere Division

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -

Mrs. Charlotte Bustos-Videla

- 1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
- 2. The salary increase accomplished by the award of a Quality. Step Increase is important and tangible evidence of the esteem in which the employee so recognized is held. However, I believe the commendatory and incentive benefits of this award will be partially lost unless it is presented in an appropriate ceremony which will afford the individual recognition among co-workers and supervisory officials. Also, I believe such recognition serves to inspire other employees to aspire to extraing such recognition.
- 3. May I ask, therefore, that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Emmett D. Echols
Director of Personnel

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CONTIDED FIAL

20 March 1964

MEMIELADUM FOR: DDP/OP

TEROUGH

: Chief, Clandestine Services Personnel Office

ITE WILL

: Charlotte 2. Bunton-Videls -- Frquest for Quality Step Increase

- 1. It is recommended that a Quality Step Encrease for Mrs. Charlotte 2. Bustos-Videla be endorsed by you for the reasons presented in the attached memorandum prepared by the Chief, Western Hemisphere Division.
- 2. A review of Mrs. Bustos-Videla's Official Personnel File to the coalty repports the material for Colo at Nick. Without exception. The personne of this officer decopy in the coalty and Adminy reciprors has been identified by various and all expervious as "Experior" and "Outstanding." Likewise, nothing in other records maintained by the Office of Personnel contradicts or modifies the impressive record made by Mrs. Bustos-Videla.
- 3. Testimony to the high regard which cilecials of Wi Division First Wis officer's work is furnished by noting that this. Bustos-Videla is the first female officer to be proposed for a QQI by Wi and one of a Wool of but three officers nominated by that Division for the award times the QQI provision of the Federal Salary Follow Acc of 1962 became effective in QIA approximately fifteen months ago.

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6 March 1964

MEMORANDUM FOR: Deputy Director of Plans

ATTENTION : DDP/OP

14-00000

SUBJECT : Request for Quality Step Increase for

Charlotte Bustos-Videla

 On the basis of the information presented below, it is recommended that a quality step increase be approved for Charlotte Bustos-Videla.

- 2. As stated in the accompanying Fitness Report, Subject's performance of her duties has been uniformly outstanding. In addition to her responsibilities as the desk officer for Mexico PI and Operational Support Projects, she carries a heavy burden in the areas of administration, preparation of special reports and training of personnel. She frequently represents the Mexico Section in dealings with other elements of the Agency and acts for the Chief of Section in his absence, subject's performance clearly exceeds the normal requirements of the assignment and of her present GS grade level.
- 3. Subject's present high quality of performance typifies her performance over a period of several years and it is fully expected that this level will be maintained.
- 4. Consideration was given to the granting of a Merit Award but the quality step increase seems more appropriate in this case. Subject has been passed over for promotion in the past, and due to limitations as to

area of assignment, it is unlikely that a promotion to grade GS-13 can be obtained. The salary increase is therefore thought to be the most fitting reward for her outstanding service.

CONCUR: DDP/OP

APPROVED:

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15 March 1963

MENURANDUM FOR: Secretary, C8/C8 Panel (Section A)

SUBJECT:

Recommendation for Promotion to Grade GS-13

Mrs. Charlotte Bustos-Videla

l. Mrs. Charlotte Bustos-Videla entered on duty with MM Division in August of 1951. She has served on a variety of desks covering South American as well as Mexican and Central American affairs. In each of her assignments she has demonstrated exceptional competence and devotion to duty.

- 2. Since December 1957 Mrs. Bustos has been assigned to the Mexican Dask and at present is Acting Chief. She is the soul and motor of that desk, managing many of its operations and supervising its staff, many of whom she has trained. She is past mistress of administrative precedence and the case with which she consider elements, multiple a lines and secures necessary appropriate which handling the most complicated operational aspects of projects is phonomenal. Her work output is enormous and yet everything is done simply and modestly with a minimum of axeass motion. She is an outstanding employee and should be deserving of recognition.
- 3. It is recommended that Mrs. Bustes be promoted to grade 08-13.

J. C. XIGO Chief, Western Wesisphere Division

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21 Tay 1961

MEMORALTUM FOR: WH/Personnel

SURJECT: Change of Name

It is requested that all records in the Agency, including the section which issues payroll checks, to changed to-reflect my married name: Charlotte Z. Bustos-Videla. This change is effective immediately.

Charlette Buston-Kelela therlotte 2. Met 5-71dela 86/3/textee

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FORM NO. 1152

16 July 1959

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MEMORANDUM FOR: Secretary, CS/CS Panel (Section B)

SUBJECT:

Recommendation for Promotion - Miss Charlotte L. Zehrung

- 1. Miss Charlotte L. Eshrung entered on duty with CIA on 27 August 1951. She was assigned to the Mexican Section of WH Division, Branch III, in June 1957. During the past two years she has been the responsible Case Officer for several FI and CE Projects.
- 2. Miss Zehrung is a loyal and dedicated employee. She has displayed considerable initiative and has been able to carry out her duties with a minimum amount of support. She readily accepts responsibility and is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and Field procedures in addition to her ability to organize her work greatly facilitates the smooth functioning of the Mexican Deak. She has demonstrated a superior comprehension of the numerous and varied projects of the Mexico City Station which has contributed to the overall Headquarting support of the stations performance. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehrung has an excellent potential for assuming greater responsibilities.
- 3. In recognition of her outstanding performance it is recommended that Miss Zehrung be promoted to grade GS-12.

de rand

Western Hemisphere Division

17 March 1973

MEMORANDUM FOR: Charlotte Zehrung

VIA

: Chief, WH/3/Mexico

- 1. You have been selected by your division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your appointment is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the Clandestine Services objectives for your component.
- 2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and Index cards recommended for destruction by other members of your branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RI as that of an officially appointed Records Officer.
- 3. A series of meetings will be held in Room 1800, f Building to brief you and your colleagues on the details of your duties as Records Officer. You have been scheduled to attend the meeting to be held on Wednerday, 2 April 1958, 1300 1645 hours: if it is not possible for you to attend on the date designated, please call Extension 8325 to arrange for an alternate date.

 Please review the attached materials prior to this meeting.

DDP Records Policy Officer

Attachment

As stated

cc: Personnel Jacket of Addressee

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Charlotte BUSTONS-VIDELA

LEFT HAND SIDE

(numbered top to bottom)

- 1. Admin and finance documents March 1974 Jan 1978
- 2. Admin and finance documents May 1951 April 1956
- 3. Bio profile (sanitized form in file)

Charlotte BUSTOS-VIDELA

RIGHT HAND SIDE FILE

(numbered top to bottom)

- 1. Personnel/cover after 1973
- 2. "Actions" Personnel actions after 1973
- 3. "Actions" Personnel Actions Before 1957
- 4. "Fitness Reports" May 1973 Nov 1977
- 5. "Fitness Reports" prior to 1957
- 6. "Other" admin material after 1973
- 7. "Other"-admin material-prior to 1957
- 8. "Medical" all medical material related to clearances
- 9. "PHS-SEC" document related to cover legend

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MPAY ACJUSTMENT IN ACCURCANCE WITH 5 L.S.C. 530° AND EXECUTIVE ORDER 11691 PUNSUANT TU ACTHURITY OF ECT AS PROVICES IN THE CIA ACT OF 1949, AS AMENDED, AND OCI DIRECTIVE DATED OB OCICEEM 1962.00

EFFECTIVE DATE OF PAY ACJUSTMENT: OT JANUARY 1973

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7 JAN 1975 TO 1 OCT 19.2 UNDER EXECUTIVE ORDER
NAME 1777, DATED 12 APP 1975
SCHIML URGN. FUNCS GRESTEP

NEW SALARY

BUSIOSVICELA C Z

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PAY ADJUSTMENT IN ACCURDANCE WITH SALARY SCHEDULES OF PL 92-210 AND FRECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 DCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTS 9 JANUARY 1972

NAME

14-00000

SERIAL OPG", FUNDS GRASTEP

NEW SALĀRY

BUSTOSVIDELA C Z

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EFFECTIVE DATE OF PAY ADJUSTMENTS 10 JAHUARY 1971

MAME SERIAL DEGN. FUNDS GRASTEP SALARY
BUSTOSVIDELA C Z D07667 51 620 CF G5 13 6 \$20,721

PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF OCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A OCI DIRECTIVE DATED B OCTOBER 1962" EFFECTIVE DATE OF PAY ADJUSTMENT! 28 DECEMBER 1969

NAME
SERIAL ORGM. FUNDS GRASTEP
BUSTOSVIDELA C Z
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14-00000

"PAY ADJUSTMENT IN ACCURDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE URDER 11739 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENGED. AND OCI DIRECTIVE DATED OF UCTOBER 1962."

EFFECTIVE DATE UF PAY ACJUSTMENT: 14 OCTUBER 1973

SERIAL ORGN. FUNDS GR-STEP

NEW. SALARY

\$24,811

BUSTOSVIDELA C Z

NAME

14-00000

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EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

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EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME

14-00000

SERIAL CRGN. FUNDS GR-STEP SALARY SALARY

BUSTOSVIDELA C Z

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箩 SERIAL NO. 3 OFGANIZATION FU1405 S. EWOP HOURS 007667 BUSTUSVIDELA C Z CF 51 620 SCX-23 NEW SALARY RATE EYPE ACTION OLD SALACT RATE PRESTIVE DATE Grads Solary last Eff. Date Solary 51 ADI 10/23/66 514,217 16/22/67 DS 13 CERTIFICATION AND AUTHENTICATION I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE. SIGNATURE ار دن در NO EXCESS LWOP® 1 IN PAY STATUS AT END OF WAITING PERIOD LWOP STATUS AT END OF WAITING PERIOD 000 CLERKS INITIALS AUDITED BY FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (4-51)

PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-236 PURSUANT TO AUTHORITY OF DCI AS PROVINED IN THE CIA ACT OF 1949, AS A MENDED. AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962." EFFECTIVE WATE OF PAY ADJUSTMENTS B OCTOBER

NAME

14-00000

BUSTOSVICELA C Z

SERIAL DAGN, FUNDS GA-STEP OLD 107667 51 620 GF SALARY SALARY G5 13 3 \$13,769 514.407

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PPAY ADJUSTMENT IN ACCOPDANCE WITH SALARY SCHEDULES OF PL 99-301 PURSUANT TO AUTHOPITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS APENDED, AND A-DOI POLICY DIRECTIVE DATED 8 OCTOBER 1962."

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SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

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GRADE	1 .	2	3	4	5	1 6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680	3,805	3,930	4,055		4,305	4,430			
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,025	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505		5,875	6,060	6,245	6,430	6,615	6,800	6,985	
GS- 7	6,050	6,250	6,450		6,850				7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	
GS- 9	7,220	7,465	7,710		8,200			8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980		9,520		10,060	
GS-11	8,650	8,945				10,125				
GS-12										
.GS-13										
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16						22,210	22,865	23,520	24,175	
GS-17		22,195	22,945	23,695	24,445			[,	
GS-18	24,500									· · · · ·

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 871/95 AND OCT MEMORANDUM DATED 1 AUGUST 1946, SALACY IS AUJUSTED AS FOLLOWS,

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IN ACCOMPANCE WITH THE PROVISIONS-OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1056, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD HAPF SERIAL DROW GR-ST OLD SALARY NEW SALARY

DI ZEHRUNG CHARLOTTE 107667 46 13 GS-12 1 \$ 8,330. \$ 8,955

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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NEW SALARY OLD SALARY GRADE-STEP

SERIAL \$ 7,510 \$ 6,820 NAME GS-11-3

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FITNESS REPORT	····
SECTION A GENERAL INFORMATION	
1. EMPLOYEE NUMBER 2. NAME (Lost, first, middle) 2. DATE OF BIRTH 4. SEX 2. 0. 007667 Bustos-Videla, Charlotte Z. 12 Jan 29 F	S-13 D
7. OFFICIAL POSITION TITLE S. CURRENT STATION	10. HQ
Operations Officer DDO/WH/l	
11. TYPE OF APPOINTMENT 12. TYPE OF REPORT	
CAREER RESERVE CONTRACT OTHER (Spe.) TEMPORARY ANNUAL REASSIGN.	SPECIAL
IS. REPORTING PERIOD (From-fo-) ANXXX 1 August 1972 - 30 April 1973	-
SECTION B QUALIFICATIONS UPDATE	
IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RI	
SECTION C PERFORMANCE_EVALUATION .	
U-Untailsfoctory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The natical range from equiseling, to further training, to placing on probotion, to reassignment or to separation. Description or proposed in Section D. M-Marginal Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section D and taken or recommended should be described: Performance is statisfactory. Desired results are being preduced in the monner expected. Performance is characterized by exceptional proficiency. Performance is so exceptional in relation to requirements of the work and in comparison to the performance of other work is to warrant special recognition.	ibe action take
SPECIFIC DUTIES	
List up to slx of the most important specific duties performed during the rating period. Insert rating lette, which best describes the manner in whi performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST thair ability to supervise (indicate number of employees supervised).	be rated on
OPECIFIC DUTY NO. 1	RATING LETTER
Functions as Chief of the WH/1/SA and Cuba Section, supervising one case officer, one IA and one secretary.	s
Analyzes all traffic pertaining to Branch and Station SA and Cuban	HATING LETTER
Operations, performs all operational support, project actions, corres-	. 0
pondence, coordination, memoranda and fife maintenance. 1:-	RATING
Prepares studies, file analyses and special reports such as budget and program call and correspondence with the White House.	O
PECIFIC DUTY NO. 4	HATING
recirio doll'i No. 4	LRYTER
PECIFIC DUTY NO. 8	RATING LETTER
PECIFIC DUTY NO. 6	RATING
	LETTER
OVERALL PERFORMANCE IN CURRENT POSITION	
the late account everything about the employee which influences his effectiveness in his current positive such as performance of specific decise, adductivity, conduct on jub, cooperativeness, pertinent personal traits or nobits, and pursicular limitations or tolerts. Based on your knowledge employee's overall performance during the rating parlod, place the force in the suring box corresponding to the statement which most accordingly.	RATING LETTER
tely reflects his leval-of performence.	; 5

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SECTION (

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. One recommendations for training Comment on having language competence, if required for current position. Amplify or explain ratings given in Section C his provide begin bash for despraining future personnel action. Morney of performance of managerial or supervisory dustes and cost conscioustess in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section D, attack a separate sheet of paper.

In the 8 months during which she was under my supervision, Mrs. Bustos has performed in that same hard-working, highly-productive style which has become her trademark over the years. She understands the intelligence process from start to finish and is personally experienced with each step along the way, save the agent handling aspects. She excels in each phase of the work.

As chief of the Branch SA and Cuban activities section, she has once again demonstrated her mastery over her assigned duties. She is a sound, dependable, yet imaginative and energetic operations officer, whose performance leaves little to be desired. While she had had little previous supervisory experience, she has in this assignment demonstrated exemplary supervisory ability. Notwithstanding her drive, tenacity and attention to detail, she is a popular co-worker, is receptive to guidance and is sensitive to, and responsive to the needs of her subordinates.

In her performance of specific duty No. 2, she has brought to bear upon her daily duties her broad experience, high intelligence and good operational sense, functioning with practically no need of close supervision. It is comforting to know that an assignment given to this employee is always done promptly, professionally and cheerfully.

Her adaptability was demonstrated in her specific duty No. 3. Despite the press of normal daily activity, she was often called upon to produce "crash"

(continued)

SECTION E	CERTIFICATION AND C	DMMENTS
1.	BY EMPLOYEE	·
1 CERTIFY	THAT I HAVE SEEN SECTIONS ALE	, C AND D OF THIS REPORT
DATE	SIGGATURE C. CARLOYIE	
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-2	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
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DATE	OFFICIAL TITLE OF SUPERVISOR	TYPEO ON PRINTED NAME AME AME AT THE
0.7.14	DEPTCIAL THEE OF GOPRATISON	Raymond I feele
91 3/0 11 10/79	DC/WH/1	Raymond J. Swider
21 May 1973	BY REVIEWING OFFIC	
J.		CONTROL OF THE PROPERTY OF THE
She is an exceptional of in Headquarters and the work with subordinate performs all facets of	ncur without reservation in officer. Her ability to peri ne Field has measured up t s clearly indicate she is a	accurate and thorough evaluation the ratings provided subject. form a variety of assignments of an outstanding record. Her good supervisor. Mrs. Bustos manner and in my judgement
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OF PRINTED NAME 4ND SIGNATURE
21 May 1973	C/WH/I	John C. Murray
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Narrative Comments (continued): (Charlotte Z. Bustos-Videla)

papers for the Branch because of her innate talents and established reliability. She never failed to impress her supervisor with her production, writing ability and energy. Her overall performance is clearly in excess of her grade level.

In terms of true cost and security-consciousness, she must also be considered very strong because she has a positive and aggressive attitude towards these subjects. It is with deep regret that the Branch parts with this employee who now moves up to the Division front office staff.

THE REPORT OF THE PROPERTY OF

C-O-N-F-1-D-E-N-T-1-A-L

Covert	Action	_Operat	ions	Seminar	llo,	2-73
35 hour	rs. ful	1 time				

Participant : Bustos-Videla, Charlotte

Office : W

Year of Birth: 1929

14-00000

Service Designation:

Grace : GS-13

No. of Students : 20

£00 Date : 08/51

COURSE OBJECTIVES, CONTENT AND METHODS

The objective of the Seminar is to give the participant a familiarization with the major fields of covert action. These are viewed as:

The Seminar includes a discussion of the "political animal" and an analytical look at the political personality.

The technique of instruction is one of talks by Operations Officers experienced in various specific kinds of operation, followed by questions and discussion. Participants are encouraged and expected to ask questions and engage in the discussions, drawing upon and relating their experience to that under discussion. One of the important values to be gained from the Scainar is this exchange of experience.

ACHIEVEMENT RECORD

This is a certificate of attendance. No further assessment of individual capacity or performance is made in this course.

FOR THE DIRECTOR OF TRAINING:

2/28/23

Chief Instructor

C-0-#-F-1-0-2-#-T-1-A-L

CONFIDENTIAL

TRAINING REPORT

Midcareer Course No. 34

Student: Bustos-Videla, Charlotte Date: 11/5-12/22/72

Year of Birth: 1929 Office : WH/1

Grade : 13 Service Designation: D

No. of Students : 30

COURSE OBJECTIVES -- CONTENT AND METHODS

The Midcareer Course is designed to enable potential executive officers to develop and widen their understanding of management practices, of the Agency and the Intelligence Community, and of the Government's involvement in international affairs.

The Course consists of three major segments of varying lengths. The topics covered through lectures, seminars, group discussions and field trips are:

- 1. Effective managerial behavior as derived through study of the Managerial Grid.
- 2. The functions, relationships and problems of various Agency components and of members of the intelligence Community.
- 3. Selected elements of national power and current developments in key international affairs.

ACHIEVEMENT RECORD

No evaluation of the student is made during the Course, and no final grade is given upon course completion.

	22 000 1972
	Date
Midcarcer Course	Chairman

Classified by: 17-1626 EX-2, APDCI.

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P. Decklerond	Performance is satisfactory. D	estred-results:are being	produced	in the manner exp	rested			
& Sawag	Performance is characterized	by exceptional proficie	ney.					
C-Outstanding	Performance is so esceptional work as to warrant special rec		ents of the	work and in comp	parison to the	performan	ee of others o	loing similar
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For court by M. SPEH 27

SECTION C							
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		(concinued)					
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		IPLOYFE, GIVE EXPLANATION					
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ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED HAME AND SIGNATURE					
7 August 1972	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED HAME AND SIGNATURE					
7 August 1972	OPPRICIAL TITLE OF SUPERVISOR Operations Officer BY REVIEWING OFFICIAL	TYPED OR PRINTED HAME AND SIGNATURE /s/ John M. Burke					
ATE 7 August 1972 Without an above. Subject immensely. For which she has a accurate. Although she would have	Operations Officer By REVIEWING OFFICIAL The properties of the second	th the outstanding ratings and we will miss her her entire time to her job en creative, thorough and ervisory experience at this which clearly reflects that					
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SECTION C NARRATIVE COMMENTS

The one criticism of this Officer's work that I and others have made in the past still stands. She tries to do everything and somethings in this business just don't deserve the attention she gives them.

I have no personal knowledge of her supervisor abilities, but believe she is a natural leader.

	****			* ,		MMPLOYEE :	SARIAL N	OMBER		
FITNESS REPORT							007667			
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P-Proficient	Performance is satisfact	fory. Desired results are boing p	educed	in the manner exp	ected.					
S-Strong	-	erisad by exceptional proficienc	•		_					
O-Outstanding	Performance is so except work as to warrant spec	tional in relation to requirement	ts of the	work and in com	porison to the p	performance of	others doi	ing similar		
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SECTION C : NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on larging language competence, if required for current position. Amplify or explain ratings given in Section B to provide best busis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, saujament and funds, must be competed on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This supervisor has worked with a variety of Intelligence Assistants. Many were good, but none compared with this Subject. She is the most thorough and fastest working IA I have met. Her capacity for hard work and long hours is prodigious. Her knowledge of operational matters is equal to that of most case officers. She has an operationally creative mind and has made many excellent suggestions for the improvement of the section's work. Additionally, her command of the Spanish language enhances all of the above abilities. This officer has found her very pleasant to work with. She has a unique ability to make constructive criticism in a tactful manner.

If this Subject has a weakness, it was pointed out by the reviewing officer in the last fitness report when he said, "in her voracious appetite for all kinds of facts (she) can at times put undue emphasis on them, including factual minutiae as against equally important but more elusive subjective factors.

Because of hor outstanding performance and abilities the Subject will be given some activity handling agent personnel, during the forthcoming year.

The Subject's continued fine performance since her last promotion merits special consideration by the Promotion Board.

SECTION D		CERTIFICA	TION AND COM	WENTS	
1.		, BY	EMPLOYEE		
	I CI	REIFY THAT I HAVE SEE	I SECTIONS A, B, A	AND C OF THIS REPORT	
124 [2		SIGNATIONE OF FMPLOY	t P	And the state of t	
9 1	December 197	1 /s/	Charlotte	e Z. Bustos-Videla	
2.		BY	SUPERVISOR		
UHDER MY SU	OVEE HAS BEEN PERVISION	IF THIS REPORT HAS NO	T-BEEN SHOWN TO	O EMPEOYEK, GIVE-KXPLANATION	
PATE		OFFICIAL TIFLE OF SUP	NC 21V H	TYPED OR PRINTED NAME AND SIGNATURE	
9 Dec	cember 1971	Ops Office	r	/s/ John M. Burke	
3.		BY REVI	EVING OFFICIAL	Ĺ	
	REVIEWING OFFICIAL	the above rati	ines and co	comments. Subject performs	a.i

I concur with the above ratings and comments. Subject performs all the tasks outlined above in a very professional and methodical manner. One does not even sense that the work is going on until the finished product is produced. It is always excellent. We count heavily on her thoughts and ideas in all operational studies and considerations. She is ops oriented and has an excellent bank of information to call on when necessary. She is pleasant and has the respect of her co-workers as well as her supervisors. Her abilities are varied and she can be counted on to perform extremely well regardless of assignment or target we will be losing this fine officer soon and we will be hard put to find someone who will be able to replace her.

9 December 1971 Deputy Chief of Station /s/ George A. Fill

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FITNESS REPORT 007667							
SECTION A		G	ENERA	L			
NAME BUSTOS	-Videra, Charl	5ME Z. (Middle)	12	Jan. 29	s. sex	GS-13 9. SD	
e. official for Operat	iona Officer	·	7. 07 DI	P/WVBr 1	SSIGNMENT	Mexico Cit	y y
9. CHECK (X) TY	PE OF APPOINTMENT		10. c	HECK (X) TYPE			
X CAREER	RESERVE	TEMPORARY		INITIAL		REASSIGNMEN	T SUPERVISO
CAREENIP	ROVISIONAL (See Instru	etiane - Section C)	XX	ANNUAL .		REASSIGNMEN	*****
SPECIAL (Specify):							
11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- In-) 1 January - 31 December 1970							
SECTION B		PERFORMAN	CE EVA	LUATION			
- U-Unsatisfactory	eould range from couns or proposed in Section (olocing on	probation, to rea	sugament or t	to separation. Describe (oction taken
M-Marginal -	taken or recommended s	in some appects. The reasons hould be described,	tor assign	ing this rating shi	ould be stated	I in Section C and reme	dial actions
P-Proficient	Performance is satisfacto	ory. Desired results are being	produced	in the manner exp	ected.		
S-Strong		rized by exceptional proficies					
O-Outstanding	Performance is so except work as to warrant speci	tional in relation to requireme	nts of the	work and in comp	parison to the	performance of others d	oing similar
	work as to warrant speci		IC DU	ries .		 	
		ific duties performed du H specific duty. Consid	ing the r	aring pectad. I			
	*	be reted on their ability t	a superv	iso (Indicata n	umber ét em	rioyees supervised).	
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planning	re target por	rsonnel.	. 1	7241			0
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operation	. 17						
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station P	BRUMEN activi	ities. This i	nclud	es name	checks,	file	1 1
reviews,	preparation c	of memos, cable	os an	d dispat	chos, e	ind helps in	<u> </u>
ECIFIC OUTT NO		the handling					RATING LETTER
and .	in general	<u> </u>				from PBRUME	, ,
for our s	tation, Headq	uarters and o	ther	stations	•		S
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ECIFIC OUT Y NO.	nerps the	station intel		rf.	in the	preparatio	DERVIER
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		station, prepare		on of Ool	a OTAL	roject	11).
·		RALL PERFORMANC				CHUW	RATING
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rmance of sperif	ic duties, productivity is or talents. Based a	r, conduct on job, coop in your knowledge of ex	rolivano glovae's	ss, pertinent p	personal trai	its or hybris, and in the rating period.	
		nding to the statement w					0
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SECRET (#hen Filled In) HARRATIVE COMMENTS

overall performance, State sugge on foreign language competence,		•
basis for determining future personal, space, es serion C, ettech a separate shee Subject worked was clearly outstraining a recent in the overall patter leads and updating Her final writeup that remain was the Subject is extr	stions made for improvement of such performant it is equited for during the position. Amplify or a single cities. Amplify or a single cities. Many the commendation is of paper. Many the commendation of the paper. The intensified "PBRUMEN" month on the part of the PBRUMEN" month on the paper. The paper is the paper of the PBRUMEN man all Plants on all Plants on all Plants on all Plants on the paper of the	mation from all sources h, dotermining as a result here, spotting operational BRUMEN officials as a result. mation obtained and the gaps diction in researching for
rosulting more on	lies and other material s	ind writing up any kind of
Other real prog in	dispatch. The same might	in addition, Subject has a
good, tough, opera	tions-oriented mind and m	ositively contributes ideas
and suggestions re	new operational technique	es which the station has
used profitably.	Subject has natural manag	orial abilities as recontly
demonstrated in he	r organizing TDY help in n connection with	
is more than adequa	ate for reading reports,	Her Spanish and handling operational
messages in that la	anguage. In sum. Subject	is a tremendous station
asset and would be	extremely hard to replac	e without noting a serious
loss in station of	iciency.	-continued
SECTION D	CERTIFICATION AND COMM	ENTE
1.	BY EMPLOYEE	
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2.	BY SUPERVISOR	
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2.	BY SUPERVISOR	
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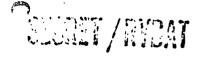
SECTION C

NARRATIVE COMMENTS

-continued

Three rather personalized comments might add meaning to this fitness report. Anyone, particularly a female, fitting the above description of efficiency and achievement can be, and often is a little overbearing and difficult to work with as a person. Subject, withall, is a pleasant personality who knows how to make her contributions and comments in a forthright but tactful manner. Secondly, and this one is a little hard to say, Subject in her voracious appetite for all kinds of facts can at times put undue emphasis on them including factual minutiae as against equally important but more clusive subjective factors. Thirdly, this rating officer has personally observed Subject only working on station premises at an office job, and frankly has no idea how she might function in outside operational work (cultivating people,

Revenued by OP SPD/PPB



MEMORANDUM FOR THE RECORD

CHARLOTTE BUSTOS VIDELA

SUBJECT: Overall Outstanding Rating on Method of Recognition

- 1. This memo is being written in accordance with paragraph three of Book Dispatch 5273 of 12 April 1966.
- 2. was last granted a Quality Step Increase about a year ago in recognition of her very fine performance. It is a little early to repeat that kind of recognition even though it is a most logical and meaningful means to show recognition of her outstanding work.
- 3. Consideration should be given to an appropriate occasion in the fairly near future to grant another QSI to

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FITNESS REPORT								NUMBER		
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SECTION A				HERA						
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Ops Officer DDP/Wil/Branch 1 Mexico City										
9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT										
CAREER										
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SPECIAL (Specify): 11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-)										
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ECTION B			PERFORMANC							
W - Week Performance ranges from whelly inadequate to slightly less than satisfactory. A rating in this category rea positive ramedial action. The nature of the action could range from counsaling, to further training, to placing probation, to reassignment or to separation. Describe action taken or proposed in Section C.								placing on		
A - Adequote	excellence.	•		•				•		
P - Proficient	Performance is mo		•		• .	duc od in a p	roficient ma	nnef.		
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C - Datatonorua	others doing simils					and it cam!	Antianu io 190	e periora	14000	
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SECTION C

15 January 1970

NARRATIVE COMMENTS

Indicate significant strengths ar weaknesses domonstrated in current position keeping in proper perspective, their relationship to overall performance. Stars suggestions made for improvement of work Performance. Give recommendations for training. Comment on large graph control on the commendation of training comments of large graph control on the commendation of training comments of the commendation of training comments of the commendation of training comments of the commendation of the comme

In July 1969 Subject was transferred from the Cuba Section to the Station front office to serve as an executive assistant to the COS with special; responsibility for ensuring that the paper flow of the Station remained under effective control during the period of transition resulting from the assignment here of several senior officers. This transition period necessitated or gave rise to a number of changes in the management and administrative areas of the Station. Subject's performance in this assignment under these circumstances was clearly outstanding. Her sound judgement, imagination and responsiveness to guidance not only contributed to maintaining the stability and momentum of the Station but also made possible an early effort to come to grips with many of the problems which an inflated Registry and a highly distinctive records system created for the new Station management team.

During the ensuing six month period, Subject has recommended and implemented a number of changes which have produced a more effective and less costly records system. Paper holdings have been reduced substantially, input has been reduced and now conforms to basic CS procedures and requirements. Personnel savings have been effected and supervisory responsibilities more clearly delineated.

To sum up, Subject has made and continues to make a major contribution in a singularly unsensational area of Station activity. Her advice is sought and appreciated not only by the COS and myself, but by other (CONTINUED)

CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE CEN SECTIONS A, B. AND C OF THIS REPORT SIGNATURE OF EMPLOYER 15 January 1970 /s/ Charlotte Bustos-Videla - BY SUPERVISOR F THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION 6 months OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE 15 January 1970 /s/ Paul V. Harwood BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL It would be difficult to overstate the contribution made by Subject to this Station during the past six month period, and I concur fully in the ratings and comments of the Rating Officer. I might add that Subject is one of the more versatile, conscientious and productive employees with whom I have worked in this organization, and that in addition to the administrative/ management role outlined above, continued to provide valuable operational/analytical assistance to the Cuban and other operational sections of the Station. The initiative and imagination shown by Subject in the very complicated administrative management assignment have been particularly commendable and her complete familiarity

with the country, the language, and the background of the Station has been invaluable duffing this period of change and sometime

/s/ James B. Noland

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SECTION C

NARRATIVE COMMENTS

CONTINUED

personnel who appreciate her personal and professional qualities.
Subject is aware that her current assignment is an unusual one and that she soon may have worked herself out of her current job. Since she speaks fluent Spanish, has a unique ability to get along with people and to get things done, there will be no problem in assigning her back into a position more closely supporting operations. Our operations are certain to benefit thereby.

		. ^	EMPLOYEE	SI RIAL NUMBER				
FI? SS REPORT		<u> </u>	00766	7				
	YERA L							
BUSTOSVIDELA, Charlotte Z.	A DATE OF BIRTH	1	4. GRADE	8. SD				
6. OFFICIAL POSITION TITLE	12 Jan 29	F	13	D				
Ops Officer	DDP/WH/	FF/1		o City				
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11. DATE REPORT DUE IN O.P.	12. REPORTING PE		- •					
October 1969		o Autus	t 1969.					
SECTION B PERFORMANCE	EVALUATION		•					
W - Week Performance ranges from wholly inadequate to si positive remedial action. The nature of the action probation, to reassignment or to separation. De A - Adequate Performance meets all requirements. It is entire	on could range from pacribe action takes	counseling, to or proposed	io further tra In Soction C	ining, to placing or •				
P - Proficient Performance is more than satisfactory. Desired	rasiilts ara kalaa a	endurad in a -	raficiont ma	noet.				
S - Strong Performance is characterized by exceptional pro-	• •		· AtterAnt wa					
O - Outstanding Performance is so exceptional in relation to requ	virements of the wo	rk and In com	parison to th	e performance of				
others doing similar work as to warrant special r	acognition.							
SPECIFI	C DUTIES							
List up to six of the most important specific duties performed durin namer in which employee performs EACH specific duty. Consider with supervisory responsibilities MUST be rated on their ability to PECIFIC DUTY NO. 1	ONLY effectivenes supervise (indicate	s in performa number of ea	nce of that a players sup-	luty. All employee presed.				
office of the Station, did analysis of interest, collated information and pr	n FBRUMEN	targets						
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ake into account everything about the employee which influences his remance of specific duties, productivity, conduct on job, coperativiticular limitations of telents. Based in your "nominess, a make one the latter in the rating box corresponding to the internet. The	Is effectiveness in tiveness, pertinent ujen's overall per	his current po personal tra formance durin	ets or halled of the tating	poried. 0				

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to deserve high prattention to detail and complicated calentrusted to her repeats good Spanis	raise. Her enormous app ll, her ability to absor- uses, her professionalismeally deserve the ratin	b and digest enormous files meand devotion to the duties g of outstanding. Subject tiative, much experience
In view of he her potential. Sub	r past performance, her	record at the Station and d for promotion to the GS-14
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SECTION D	CERTIFICATION AND CO	11.15.176
occión p	CERTIFICATION AND CO. BY EMPLOYEE	WWEU12
	ERTIFY THAT I HAVE SEEN SECTIONS A. B.	AND C OF THIS REPORT
1 August 1969	Charlette 7 Ductouridal	n (almod)
August 1909	Charlotte Z. Bustosvidel	a (signed)
MONTHS EMPLOYEE HAS BEEN	IF THIS REPORT HAS NOT BEEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR FRINTED HAME AND SIGNATURE
1 August 1969	Ops. Officer	(signed)
OMMENTS OF REVIEWING OFFICIA	BY REVIEWING OFFICIA	AL,
4	-	'
Subject is in	deed an exceptional offi	icer who is highly deserving
of the foregoing r	atings and related accol	lades. In her new role as
	t to the COS she has bee	the old regime to the new,
		ion. Her organizational
abilities are unsu	rpassed by anyone known	to the undersigned, and
she certainly merit	ts consideration for ear	ly promotion.
		•
	OFFICIAL TITLE OF REVIEWING OFFICIAL	
ATE		
, 1 August 1969	Chief of Station	James B. Noland

Reviewed by 8P/PD/EAB

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Ops Officer DDP/WH/1 Mexico City O. CHECK IX) TYPE OF APPOINTMENT 10. CHECK IXI TYPE OF REPORT									. У		
2/8/										TAUPERVISO	
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SPECIAL (Specife):											
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ECTION C	NARRATIVE COMMENTS
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Indicate significant strengths or weaknesses domainstrated in current position keeping in proper perspective, their relationship to averall performance. Since suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section 8 to provide best basis for determining future personnes action. Manner of performance of managing by supervisory duties and cost consciousness in the use of personnel, space, equipment and lunds, must be commented on, if applicable. It is the property is needed to complete Section C, attach a separate sheet of paper.

Subject's performance during the period of over one year under review continued to deserve the rating of Outstanding. Her major contributions during that period were in the fields of operational research and exploitation of information obtained through technical means. She was, during this period, given full responsibility for the handling of two full time senior transcribers including administrative matters. In view of the difficulty of recruiting target personnel the task of fully exploiting information obtained from technical sources is of great importance. Subject handled this task with her usual enormous capability for work, displaying initiative and great professionalism. She continued, in addition, to handle the other tasks listed in this report together with sensative reporting sent by a separate channel, altogether a much heavier workload than is usually carried by one person. She was helped in this by her good knowledge of Spanish, a talent for administrative work, considerable analytic experience and great devotion to her work. Subject should be considered for promotion to the grade of GS-14 at the first opportune moment.

SECTION D	CERTIFICATION AND COM	WENTS
1.	BY EMPLOYEE	
	CEPTIFY THAT I HAVE SEEN SECTIONS A, B, I	AND C OF THIS REPORT
SAIR	BIGHATURE OF EMPLOTES	
3 April 69	Charlotte Bustos-	Videla /s/
2.	BY SUPERVISOR	
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OATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
3 April 69	Ops Officer	/8/
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S-E-C-R-E-T

TRAINING REPORT

Soviet Bloc Operations Course No. 3

5 - 16 June 1967

80 hours, full time

Student : BUSTOS-VIDELA, Charlotte

Office : DDP/WH

Year of Birth: 1929

Service Designation: D

Grade : GS-13

No. of Students : 34

EOD Date : August, 1951

COURSE OBJECTIVES

To orient the student on the special nature of the Clandestine Services¹
Soviet Bloc target and to train him in the application of clandestine methods
for collecting information on, assessing, and preparing recruitment operations against Soviet Bloc personalities.

ACHIEVEMENT RECORD

This is a contificate of attendance. No evaluation is made of individual performance in the course.

FOR THE DIRECTOR OF TRAINING:



S-E-C-R-E-T

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SECTION D	CERTIFICATION AND COMMENTS BY EMPLOYEE								
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SECTION C

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Subject has continued to perform during the period under review in the same highly competent manner which all who know her have come to expect of her. She continues to put forth her best efforts at all times. She is particularly to be commended for the manner in which she cheerfully accepts onerous tasks, usually with very short deadlines, and invariably comes up with a thoroughly prepared answer within the time allotted. She is efficient, she is fully knowledgeable and capable in her job, she has a friendly, warm, and pleasant personality, and is always ready to respond to her fellow workers with a helping hand. She has no supervisory responsibility per se, but is frequently called upon for guidance to new secretaries and case officers alike and is of real help in such cases. Subject is one of the strongest Headquarters case officers known to rater, and her overall performance certainly borders very closely on being evaluated Outstanding.

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30 January 1967	DC/WH/1	J.H.V. Fisher Chi					
3.	BY REVIEWING OFFICE	AL //					
Concur. An outstanding officer recognized as such and appreciated by all.							
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ECTION C	NARRATIVE	COMMENT:

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to ver-all performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on taking larguage comparisons, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. <u>Manner of performance of managerial or supervisory duties must be described, if applicable.</u>

Subject's performance during the rating period has been marked by general excellence. As indicated in Section B her supervision and direction of the Section' work relating to intel support, administration, preparation of special reports, training personnel, etc. is uniformly outstanding. The fact that these functions are handled in addition to her duties as the desk officer for the FI and Ops Support projects, which she performs with unusual competence, serves to illustrate her value to this Section. She has an exceptional ability independently to determine proper courses of action and to initiate action to carry them out. She has a profound understanding of the area operational program and contributions to it are imaginative and constructive.

In the opinion of the rater Subject's performance compares favorably with any (8-13 dask officer within his experience and she performs occasionally at the 68-14 level. Moreover, she carries out her duties cheerfully, loyally and in close and amicable cooperation with her fellow employees at all levels.

In those aspects of her duties which involve cost e.g. the review of operational projects, she has given close attention to the budgetary matters and has frequently suggested ways in which economies an the operations might be effected.

SECTION D	CERTIFICATION AND C	DWAENTS
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(Name) (Office) (Sex) (Date of tenting)

The category checked below is an interpretation of the scores made by the erson named above on a battery of foreign land age eptitude tests. The relationthips between test performance and subsequent training performance of trainers in gency language training courses are indicated by the graphs next to the aptitude entegories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the crobability that a person in that category will perform in an Agency foreign language braining course at an average or bett retain-everage level. For example, 22 per sent of the women who obtain an aptitude rating of "8" can be expected to be verage or better in course performance, while 5 per cont of the men with ratings of "8" can be expected to be average or better in course performance. A man needs in aptitude rating of "o" to have about the same expectation of success in language training as a woman with a rating of "B". At the other end of the scale, 10 per cent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-thun-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average nomen are somewhat higher on both.

Percent of Wann Whose Language Training Performance Is Expected to Be Averago or Batter than Everage	Aptitude Category	Tercent of Men Whose Language Training Performance Is Expected to Be Average or Better than Average
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5);	4.	527
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47-7-2 Julian material	3.	<u>.57</u>

Since wany-things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be seen whose performance wall be better than would be expected from their test scores, just as there will likely be some whose performance is power than expected. STEMITH OF LOCAN TION, INTO EXTENDED FOR A PUBLIK LOCAND, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studies or learned and the amount of academic and non-academic language-learning experience are factors not account by the tests but are indicative of probable success in learning a foreign language. Thether such experience was in the same language in the one to be studied or in a catherent case is, of course, an additional pelevant factor.

Months of Academic Training Non-meaderic Experience (1 year or more)
High School College Other Roading or Triing Openhing

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This report may be shown to the Individual concerned.

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Carraga Paris Daniel Carragan

TRAINING REPORT

RECORDS OFFICERS COURSE

30 April - 4 May 1962

Student

14-00000

: Charlotte Z. Bustos-VidelsOffice

: WH/3

Year of Birth: 1929

Service Designation: D

Grade .

: GS-12

Number of Students : 34

EOD Date

: Aug 1951

COURSE OBJECTIVES - CONTENT AND MRTHODS

This course, designed for present and prospective Records Officers, has four principal objectives.

- 1. To give an appreciation for the Agency's CS mission.
- 2. To describe the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
- To emphasize the importance of records and proper records management in the successful performance of the stated mission.
- 4. To increase awareness of the inter-relationships between the C3 mission and records; to sharpen judgement in the handling and disposition of records; and to improve performance of Records Officers.

The student is instructed through the media of lactures, directed reading, practical exercises and discussions.

ACHIEVEMENT RECORD

This is a certificate of attenduce only; no attempt was made to evaluate student achievement in the course.

FOR THE DIRECTOR OF TRAINING:

24 July 1963 Chief Instructor Date

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SECTION C

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NARRATIVE COMMENTS

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This officer is the person chiefly responsible for the Mexico Desk's deserved reputation for excellence and efficiency. The complicated and never-ending tasks of project processing, clearances, tracing, and coordination are handled by her with blinding speed and unerring perfection. Procedural problems are there to be solved, and the solutions come with amazing rapidity. Operational problems are worked out thoroughly and conscientiously. No corners are cut and no principles are compromised.

Never at a loss for an answer, this officer never shrinks from any assignment and instinctively wants to take over any vexing problem which is holding up progress. She is complete mistress of file and record resources and answers all queries within minutes. The most complex budgetary and planning projects are handled by her with deceptive ease.

These qualities of rare efficiency and speed are coupled with an even rarer degree of amiability and cooperativeness. The work which proceeds under her at such a break-neck pace nonetheless goes on in an air of placidity and good humor. The large office staff is run without a trace of tension, jealousy, or friction. All of this is traceable to this officer's fine example and catalytic effect on her colleagues.

Finely-educated, handling the Spanish language with fluency, and keeping up with current events in her area, this officer is a unique asset to

SECTION DOLGS	CERTIFICATION AND CO	DWMENTS
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26 February 1963	лс/чи/3	Forcest Shivers

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F10 12 11 43 AH 262

This outstanding employed his maintained the high standard of performance set forth in the report of this supervisor blyckethere. There possible, she has exceeded her earlier performance record. During the past year this office acquired considerable new personnel, which Subject trained in a highly capable manner to guarantee the smooth-functioning of the office. The undersigned hopes this employee will continue to serve this organization indefinitely notwithstanding her marriage during the past year.

SECTION F	CERTIFICATION AND CO	MENTS
1.	BY EMPLOYEE	
l c	ertify that I have seen Sections A, B, C	, D and E of this Report.
DATE	SIGNATURE OF EMPLOYED	2 - 11:
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3.	BY SUPERVISOR	
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8. CAREER STAFF STATUS S. TYPE OF REPORT																
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MAIL ROOM

This is a truly outstanding employee with capabilities far beyond those required for her present position. She has an unusually keen mind, makes decisions that are correct without hesitation and carries out all actions promptly and efficiently. She is the supervisor of the office staff, who respect and admire her ability. In addition to her skill, she is possessed of a most pleasing disposition which ingratiates her with the other members of the staff. The years of experience six has had at the various jobs to be done at a country desk make her invaluable as a trainer and supervisor for new personnel. Her knowledge of Spanish has also been especially helpful at the Mexican Pesk. This supervisor would be most pleased to have her serve with him on any future assignment.

SECTION F	CERTIFICATION AND CO	MMCAIJ
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· / ce	rtify that I have seen Sections A, B, C	, D and E of this Report.
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SECTION E HAPPATIVE DESCRIPTION OF WARRING OF JOB PERFORMANCE TISSING THE Stress strongths and weaknesses for monetanted in surrent passions. Surrent suggestions made to employee for individement of his work. Give recommendations for his training. Describe, if oppositions, was potential for development and for assuming greater responsibilities. Amplify as replain, if appropriate, rulings given in SECTIONS B. C. and U. F. physida the best basis for determining sponsibilities. Amplify as replain, if appropriate, rulings given in SECTIONS B. C. and U. F. physida the best basis for determining square parameters. HAIL ROOM Please see previous fitness report. This employee was rated four months ago. There is no change in the rating; she has continued to give un outstanding performance. CERTIFICATION AND COMMENTS BY EMPLOYEE I cartify that I have seen Sections & B, C, D and E of this Report. A lette Philarun SOMETHE GE MIFLUIER BY SUPERVISOR IF 1210 HE FUNT HAS HOT STEN SHOWN TO 25 months IF BEPORT IS NOT BEING MACK ST THE TIME, GIVE BEASON. REPORT MADE ALTHUM LAST TO DAY SIPE SINGE LESS THAN IS LATE OTHER (Specify) SHUTAWORE CHA BUAN CHINHA PO CHATT STREETAL TITLE OF SUPERISOR Le The E. Stady C/ME/III/Mexico BY REVIEWS CIFFICIAL , BOULD HAVE GIVEN YN I EMPLOTTE & MIGHER EVALUATION I BOULD HAVE DIVEN OF STORY OFFY A LOBER EVALUAT THE TERMINOT JUDGE THESE STATUATIONS, TANKED TUPPICH OF THE SAME AN WITH THE SMPLOTES'S PERFORMANCE. COMMENSA OF REVIEWING OFF. . 42

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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCS.

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee the Michigant of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This employee is intelligent, loyal and dedicated to duty. She has an outstanding ability in getting her job assignments accomplished effectively and with a minimum of time and support. She readily accepts responsibilities, is a highly efficient worker who thinks clearly and logically. Her knowledge of Headquarters and field procedures plus her ability to organize her work greatly facilitates the smooth functioning of the Mexican Desk. She has demonstrated a superior comprehension of the numerous and varied projects of the Lexico City Station hich has contributed to the overall Headquarters support of the Station's operations. Because of her sound understanding of operations and her outstanding capacity for work, Miss Zehrung has an excellent potential for assuming greater responsibilities. Additional training is dependent upon her future assignments.

SE	CTION F	CERTIFICATION AND C	OMMENTS					
1.		BY EMPLOYEE						
	10	ertify that I have seen Sections A, B,	C, D and E of this Report.					
ĐΑ		SIGNATURE OF EMPLOYER	2					
	1/2 Jean +5%	1 Withelle & sole	11014					
2.		BY SUPERVISOR						
MON	THE EMPLOYEE HAS BEEN DER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION					
-	22 months	•	•					
		IF REPORT IS NOT BEING MADE AT THIS	TIME, DIVE REASON.					
	EMPLOYED UNDER MY TUPE	RVISION LESS THAN 80 DAYS	REPORT MADE WITHIN LAST DU DAYS					
	OTHER (Specify):		,					
DAT	E	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE					
	13. June 1959	C/WH/III/Mexico.	John J. Brady					
3.		BY REVIEWING OFFIC	IAL V					
	I WOULD HAVE GIVEN THIS	EMPLOYEE ABOUT THE SAME EVALUATION						
	I WOULD HAVE GIVEN THIS I	EMPLOYEE A HIGHER EVALUATION.						
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under conditions spec	iscs. It is also organi ified in Regulation 20-	370. It is	y that you show l'art loi recommended that you rea	this repoi	t to the employee excepte form before completing
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ZEHRUNG, Charlo		·	12 Jan 1929	F	DI
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GS-11 4 Nov	1957		ust 1956 - 27 Augu	st 1957	
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20 January 1958	John B. Brady	john 1		√H/III/Me	
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21 January 1958	OFFICIALR. N. Dal	algren		WH/III	
SECTION C.			E EVALUATION		
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Dility. Factors other	i than productivity wil	I be taken in	to account later in Sec	tion D.	
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b. Rate performance on each specific duty consis	irries O	r or unimportant duties. NLY effectiveness in performance of this specific distance of the spec	those
that show more the the	individu	ial being rated with other by PA 122	•
d. Compare in your mind, while ity:		erforming different duties. If so, Ale them on di-	ferent
e. Two individuals with the same job title n	my he p	Attorming different ductes: 4, 40, 40, 40	
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f. Be specific. Frampies of the wild of district	HAS AND	USES AREA KNOWLEDGE MIMOUCTS INTERPOGRATIONS * NEW PROGRAMS - PREPARES SUMMARIES	
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that the job is properly done as	a tha	anonace.	
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OFFICE OF PERSONNEL

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NOTE TO PCS RETURNEES

Personnel processing in from a PCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct 'Handbook and the information for PCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

CHARLETTE Z RUSTES-VIDETA

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(Please Frint)

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holp us if you would confirm that time: is that the date needed for
her to remain in order to qualify?) Please do your best to arrange
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an assignment in New York for her. She is such a valuable person that anyone who has worked with her would be glad to have her on the premises: so there is no need to try to "sell" her: it's just the question of whether the timing would be right, I should think.

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Experience in the handling of employee cates the settlement of estate and finar or attorney in the event of your disability	ncial matters. The information or death and will be disclosed	n requested in thi only when circum	is section may provistances warrant.	e very useful to your famil
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All financial inform	ation is on file wit	h our lawye	r	;
Mr. John DAHLGREN				
DANIGREN DARRAGH & CI		•		
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MEHORANDUH OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 7 October 1963, and the information brochure for PCS returnees, dated May 1964.

Signature

BUCTOS Midels, Charlotte

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Date

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11. PREFERENCE FOR NEXT ASSIGNMENT
THE DESCRIBE BRIEFLY THE TYPE TO WARE THE THE WOULD PREFER FOR NEXT ASSIGNMENT OF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU MAVE MUTE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.
I enjoy both Administrative and Cps/IA work.
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118. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR MEXT REGULAR ASSIGNMENT BY INSERTING I, 2, 8 3 (for let, 2nd, and 1rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.
3 CENTEND TOUR: 12 MONTHS AT CURRENT STATION TO AUG 1971 (DATE)
DE ASSIGNED TO HOOTES FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.
1 . BE ASSIGNED TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION
2 🔲 RETURN TO MY CURRENT STATION FOR 2nd tour.
TA DE AMALETES DU CIEL D ASSESSA
TO BE COMPLETED BY FIELD STATION
INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.
Would not stand in Subject's way, were she to be fortunate enough to get a Paris assignment. However with her long Mexico background (both
Hdqs and field) and her multiple talents she has been invaluable in the
reorganization of this highly complicated Station under changed
circumstances, will continue to be so during the next several years
and to lose her would be like losing one's right arm. Therefore we
strongly endorse either a second tour or an extension.
TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE
3. IN CONTIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE. HIS PREFERENCE FOR NEXT ASSIGNMENT.
AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.
Wil Division recommends that subject return to Mexico City for a second tour.
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DATE 11 Mar 70 TITLE C/Md/Pors SIGNATURE Henry La Berthold
FOR USE BY CAREER SERVICE
Approving Assignment
New tour in Mexico City
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CARLER SIBNICE REPRESENTATIVE!

CONFIDENTIAL (When Filled In)

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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM-

FOLLOW THESE GENERAL INSTRUCTIONS:

- Read the back of the "Duplicate" carefully before you fill in the form.
 Fill in BOTH COPIES of the form. Type or use ink.
- . Do not detach any part.

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9	FILL IN THE IDENTIFY	ING INFORM	ATION BELOW	(please print or type):	,
4	NAME (last)	, (first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
İ	Bustos=Videla	Charlotte	louise	January 12, 1929	
	EMPLOYING DEPARTMENT OF	AGENCY C	りていっての	LOCATION (City, State, ZIP Code)	· · · · · · · · · · · · · · · · · · ·
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3	MARK AN "X" IN Mark here if you WANT BOTH optional and regular insurance	ONE OF	THE BOXES BELOW (do NOT mark more than one): ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE Lelect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.
	Mark here if you DO NOT WANT OPTIONAL but do want regular insurance	(B)	DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory inedical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.
•	Mark here it you WANT NEITHER regular nor optional insurance	(c)	WAIVER OF LIFE INSURANCE COVERAGE I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least I-year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory inedical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

SIGN AND DATE, IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN	FOR EMPLOYING OFFICE USE ONLY
COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.	(official receiving date stamp)
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DESCRIPTION OF THE PROPERTY OF

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		PART II-LANG	JUAGE ELEMEI	175				
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3. FREQUENTLY.	AVERAGE DIFFICU	Liv (newspapers.	reference a	nterinla,	#16.) 1 US	ING THE	RANGITOIC	Y
4. I CAN READ SIMPLE TE	KTS, BUCH AS ST	NEET SICNS, NEWSP	APER HKADLI	4ES. E1C.,	, UB146 TH	E DICTION	LARY FREQ	UENTLY,
5. I HAVE NO READING AU	LITY IN THE LA	NGUAGE,			•			
ECTION B.		Writin	ng (41)	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			•	
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4. BUT WITH MANY CHANMAT	ICAL EFFORS AND							
5- I CANNOT MRITE IN THE	LANGUAGE:				had opinion and the state of th			
ECTION C.		Pronuscial	tion (42)				·	
C. MY PROMUNCIATION IS NO	411VE.				-			
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S. I HAVE NO SAILL IN PRO	NUNCIATION.							
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	CONTINUATION OF FA	TI-LARGUAGE ELEMENTS
SECTION O.	Spra	king (43)
1. I SPEAR FLUENTLY AND ACCURA IN ALL PIELDS WITH MHICH I	TELY IN ALL PRACTICAL AM FAMILIAR.	AND SOCIAL SITUATIONS: I CONVERSE FREELY AND IDIONATICALLY
2. BPEAK FLUENTLY AND ACCURA 2. WITH WHICH I AM FAMILIAR AND	TELY IN NEARLY ALL PGA D I EMPLOY SOME POPULA:	CTICAL AND BOCIAL SITUATIONS: I CAN CONVERSE IN MOST FIELDS 8 SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERSS.
3. I GET ALONG QUITE WELL IN SITE	UATIONS OF DAILY LIFE A	NO TRAVEL AND CAN CONDUCT ROUTINE BUZINESS IN PARTICULAR FIELDS
4. I MANAGE TO GET ALONG IN THE	E MOST COMMON SITUATION	IS OF DAILY LIFE AND TRAVEL,
5. I HAVE NO ABILITY TO USE THE	LANGUAGE IN ANY OF TH	C ABOVE RESPECTS.
SECTION E.	Underst	anding (44)
		DJECTS. BOTH FACE-TO-PACE AND ON THE TELEPHONE: I UNDERSTAND MOVIES, PLAYS, AND LECTURES,
		ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE: I THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND
I UNDERSTAND NEARLY ALL CON-	VERSATION ON TOPICS OF WHAT I HEAR OR THE RAD	DAILY LIFE AND TRAVEL, BOTH FACE TO FACE AND ON THE TELE- IO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CO		TO-FACE AND ON THE TELEPHONE» I UNDERSTAND SOME OF WHAT LECTURES.
5. I AM NOT ABLE TO UNDERSTAND	THE SPOKEN LANGUAGE.	·
BEFORE CONTINUING - CHI	ECK PART II TO ENSURE T	NAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.
PART	T III-EXPERIENCE AS TRA	MSLATOR OR INTERPRETER (45)
I. I HAVE HAD EXPERIENCE AS A FA	RANCLATOR.	
2. I HAVE HAD EXPERIENCE AS AN I	INTERPRETER.	
3. BOTH OF THE ABOVE STATEMENTS	APPLY.	• 、
4 NONE OF THE ABOVE STATEMENTS	APPLY.	
	PART IV-CER	TEFICATION
REGULATION NO. 25-115, PAR, 10(4)	T APPEALATION FOR A MAI TO THAT LARRESPECTIVE OF	E AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. INTERNACE ADARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF MUST PASS AN-OBJECTIVE EARGUAGE PROPICIENCY TEST BEFORE! FOR DATE OF TESTING, ANNUAL MAINTENANCE ARREDS ONLY
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MEADLEM: 19 Sept. 1052

SECRET Security Information

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TO:

All C. I. A. Personnel

FROM:

Personnel Director

SUBJECT:

PERSONNEL QUALIFICATION QUESTIONNAIRE

- 1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience tor vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.
- 2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.
- 3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

bisonnel Director

SECRET Security Information

FORM NO. 37-152

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SECRET Security Information

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PERSONNEL QUALIFICATION QUESTIONNAIRE

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SECRET Security Information



SEC. II. WORK EXPERIENCE

14-00000

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From 4/52 To Description of Duties: I have the resociated the Tot, mos. of disseminating and routing all reports received Salary 3/207.00 from o a Station, take appropriate action on raports recolved from other agencies by forwardin Office FI/WH/8-3z11 this information to the field or sippling requested Position inta. I inform the field of additional info it Title: Intelligence Officer leadquarters on fellylduals a d organizati, na as Duty requested or as deemed recessary. I also maintain Reports Officer Title: Duty Station, is overseas: two CE notabooks. From 12/-1 To//-2 Tot. mos. Description of Duties: Same as above with a Salm tation. I had less Salary 33410.00 Grade individual responsibility. FI/dH/Brazil Office Position Title: Intalliganca Gerla Title: Reports Officer Duty Station, if overseas; Description of Duties: Tot. mos. 1 As a casual I typed dispatches, memoranda, Grade 5 Salary 33410.00 and disseminations for branch II. I took a limited amount of abortrace. Office FI/M/II Position Title: Secretary (Chase, raphy) Duty Title: Duty Station, if overseas: Tot, mos.] Description of Duties: I assembled disseminated recents. 5 Salary 33417.00 Office Position Title: Secretary (Sterography) Duty Title: Duty Station, if overseas:

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Security Information

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Security Information WORK EXPERIENCE (CONT'D.)

14-00000

II. WORK EXPERIENCE (CONT'D.)

Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From 1/71 To 3/11 Tot.mo's 1 Exact Title of your position

110111 /4/ 1/2 10 1/ /4 100,1110 8 /.	- Inact Title of your position
Classification Grade (if in Federa	
Service) 3 Salary 32650,00	Description of Duties:
Number and Class of Employees	I did statistical drafting, cartography,
Supervised: none	Farking of Monthland to Conticer,
Employer De artment of Interior	trainment of markent affice of the
Kind of Business or organization	
(i.e., paper products mfr, public	
utility)	Duty Station if overseas:
From 5/50 To 3/51 Tot. mo's 11	Exact Title of your position
Classification Grade(if in Federal	
Service) Salary 1.10 /hr.	Description of Duties: As an absistant to the
Number and Class of Employees	executives I was responsible for purchasing stoc
Supervised: 2 - 6 glarks	for the pift shopps and instructive clarks and
Employerge san famile a, the thorn	greenhouse employens, I had f 31 responsibility
Kind of Business or organization	of the books a d cash. I made reports on the
(i.e., paper products mfr, public	business and sched as sales cherk for the shopes
utility) - Hymeric and Cick Chopps	Duty Station if overseas: a.d. 5 a landscaping buon
From 2/50 Tor/50 Tot. mo's 4	Exact Title of your position
Classification Grade (if in Federal	Assistant Bookkeeper
Service) Salary 3200 / mo.	Description of Duties:
Number and Class of Employees	I made month'y financial reports, had the
Supervised:	responsibility of the books, did tuping and
Employer Mattenal Peanut Courcib	other preeral office work.
Kind of Business or organization	
(i.e., paper products mfr, public	
utility) trade association	Duty Station if overseas:
From 6/17 To 8/17 Tot. mo's 3	Exact Title of your position
Classification Grade (if in Federal	
Service) Salary	Description of Duties: I worked one month
Number and Class of Employees	in the office of the Chemical shoretory and
Supervised:	two months in the factory.
Employer Frieddalm Co., Con. Vol	ors.
Kind of Business or organization	
(i.e., paper products mfr, public	The state of the s
utility)	Duty Station if overseas:
From To Tot.mo's	Exact Title of your position
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Service) Salary	Description of Duties:
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Security Information



SECRET Security Information



SEC. II. WORK EXPERIENCE (CONT'D) 3. Special Work Experience: Check any

you may have been employed. 01 U.S. Secret Service 02 Civil Police 03 Military Police 04 U.S. Border Patrol 05 U.S. Narcotics Squad 06 FBI 07 Criminal Investigation Div. 21 Office of Naval Intelligence 22 Office of War Information 23 Army G-2 20 Office of Strategic Services SEC. III. FOREIGN LANGUAGES List below the foreign languages in whinclude uncommon modern languages.	24 Air Force A-2 25 Foreign Economic Admin. 26 Counter Intelligence Corps 27 Immigration & Naturalization 28 Strategic Services Unit 29 Foreign Service, State Dept. Div. 30 Central Intelligence Group nce 31 Armed Forces Security Agency on 32 Coordinator of Information 33 Office of Facts & Figures ces 34 Board of Economic Warfare Federal Communications Comm.					
	COMPETENCE HOW ACQU	IRED				
LANGUAGE	Lquivalent to Native Fluency * Fluent but obviously Foreign * Adequate for Research ** Adequate for Trave: Limited Knowledge Knowledge Country Prolonged Residence Contact	(Parents, etc.) Academic Study (Inc. CIA training)				
Spanish Fronch	**************************************					
Portugiosa	X ^	X				
* If you have checked 'Fluent' for a lang and written form (e.g., Arabic), expla **Specialized Language Competence: De involving vocabularies and terminolog cations, and military fields. List the SEC Security In	ryour competence herein in your competence herein in the scientific, engineering, teleconn guage with the type of speciality.	work				

SECRET Security Information

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1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study	Manner in Which Knowledge Was Aquired (check (X) one)				
	Etc.	Residence	Travel	Study		
South America	1 sem econ and mon.			7		
Gunterala .	7/48 to 8/48	Y				
Mexico	7/46		хх			

List speculized Knowledge of Area
List speculized knowledge of foreign country such as knowledge of terrain,
coasts and harbors, utilities, railroads, industries, political parties, etc.,
gained as a result of study or work assignment. Include name of employer
or organization

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Country	Type of Knowledge	How and When Gained		

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

	Per Cent of		WPM (Approximate	Prefe	r Ass	ignme	at
5kill	Time Used	Not Used	Proficiency)	Using	Skill	Oftene	r
Typing	1. drafts	۷.	60	1.	Yes	2.7	No.
Shorthand	1. none	2.	70	1.	Yes	2.%	No
Shorthand 3	System: 1. 🗷	Manual 2.	Machine 3. Spee	dwriting.			

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	.2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. painting, skling
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SEC	VII	PROFESSIONAL	AND	ACADEMIC	HONORS

List any professional or	r academic associations or honorary societies in which
you hold membership.	·
· · · · · · · · · · · · · · · · · · ·	







SECRET Security Information



SEC. VIII. PUBLICATIONS				
List below the type of writing (non-fiction: profes				
general interest subjects, current events, etc; fic				ories, etc.)
of any published materials of which you were auth	or or	co-autho	or.	
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SEC. IX. INVENTIONS				
Describe any devices you have invented as to type	of wo	rk for w	hich inte	ended
and whether patented.				
Device	T		Patentec	l
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	-(2)	No-
SEC. X. CIA TESTS				
Describe below the type of tests which you have tal	ten in	CIA:		
Type of Test			Date	Taken
typing, shorthand, peneral intelligence exam			8/195	31
exam for reports officer			2/12	
SEC. XI. PHYSICAL HANDICAPS				
List any physical handicaps you may have.				
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•	-	•		
EC. XII. OVERSEAS ASSIGNMENT				
Are you willing to accept periodic tour of duty over				
(1) 2 year Tour (2) 4 year Tour (3) Net 2	nteres	ted		
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EC. XIII. WORK ASSIGNMENT		•		
In view of your total experience and education, for	what a	ssignme	nt in CI	A do
you think you are best qualified?		G		
				
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SECRET Security Information

1. Present Draft Status Have you registered under the Selective Service If yes, indicate your present draft classification 2. Present Reserve or National Guard Status Do you now have Reserve or National Guard Status If yes, complete the following. 1. National Guard 2. Air National Guard 3. Active Reserve Status (member of organiz 4. Inactive Reserve Status Service Grade	tus Yes No.	No.
Have you registered under the Selective Service If yes, indicate your present draft classification 2. Present Reserve or National Guard Status Do you now have Reserve or National Guard Status If yes, complete the following. 1. National Guard 2. Air National Guard 3. Active Reserve Status (member of organiz 4. Inactive Reserve Status	tus Yes No.	No.
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4. Inactive Reserve Status	ed unit)	
		
Service Grade		
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Reserve Unit with which currently aftiliated		
Service Mobilization Assignment, if any		
Location of Service Records, if known		
SEC. XV. CIA TRAINING		
List the training courses or subjects you have to		
Course or Subject	(from) Dates (to)	
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EC. XVI. REMARKS Use this space to indicate any other qualification not describe above.	is you may have which	you do
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24 PEFERIALIS List three persons living in the United States qualifications and fitness for the position for which you a	** ::* !	Taisans as	of the United States who are NOT related to you and who have deficite knowledge and releast comes of appetwiers lated under Item 16 (RXPENIRNUR)
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Miss Theadosis Moran	Ca	zanovi	g H. D. 2, N. Y. Teacher
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INDICATE "YES" OR "NO ANSWER BY PLACING "R" IN PROPER COLU	MN	185 00	SEPICATE TEST OR THO ARSWED BY PLACING "E" IN PROPER COLUMN YES "NO
29 MAY INQUIRE DE MAIR OF YOUR PRESENT EMPLOYER REGARDING CHAPACTER QUALIFICATIONS FTC 5		X	33 ARY YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY OR BUSINGHALITY! If your answer is "Yee," give details in Item 39
26. APP YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UN	ITED	X:	36 LOFS THE UNITED STATES GOVERNMENT SMELOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY MICHOLO OR MARRIAGE) WITH WHOM YOU LIVE
27 ARE YOU NUM OR HAVE YOU, FIFR BIFM A MEMBER OF THE COMMU PARTY U.S. A. GRANY COMMUNIST ORGANIZATIONS	N957	<u> </u> x	A MALE LIVED WITHIN THE PAST 12 MODITION If your answer is "Yee" show in I from 39 for EACH such relative (1) full name; (3) present address; (3) relationship; (4) Department or Adance by which employed, and (3) Aind (4) Department or Adance by which employed, and (3) Aind
28 APE YOU ROW, OR HAVE YOU EVER BEER A MEMBER OF A FASCIST OR	GA#	. *	SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE
29 ARE YOU HOW GRIHAVE YOU EXTRIBUTED A MEMBER OF ARY ORGANIZAT ASSYCLATION BOY ON MIT A GROUP CHECKNETHATION OF PERSONS WHICH WORKET THE PROTEST THE PROTEST OF THE PROTES	FNT, TION VING CONS (E.F.	ż	A. If you are cleiming preference as a PRACETIME VETRRAN who has been awarded a company horige or service filter, or as a DISANLED VET. EMAN, or as the WIPD OF A DISANLED VETERAN, or as the WIPD WORD A WAR ON CAMPAION VETRRAM, are the Veteran Preference Claim.
If your answer to question 27, 28, or 19 above is "yes," at in Item 19 the names of all such organizations, association representate Accounts to combination of persons and obtain	ns.	9	27 (A) WERE YOU EVER IN THE UNITED STATED MILITARY OR NAVAL SERVICE X
movements, groups, or combination of persons and dates membership. Give complets details of your activit hyrein and make any explanation you desire regardi mur membership or activities therein.	ind		(B) IS THE WORD ' HONORABLE" OR THE WORD "SATISFACTORY ' USED
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If your answer to "Yes," list ell euch cases under Item whim. Gree in cach case (1) the date (3) the neture of it drease or violation (3) the news end location of the cou- d) the penalty imposed, if any, or other disposition of t we. If appointed, your infegrietie will be (sken	110	TO THE PERSON.	BRANCH OF STRUCT (Army, Navy, SINIAL 40 (if none, give grade or Marine Curps, Coast Guard, etc.) rating at time of separation).
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J. HELF YOU FARE BLEE BREETO BY THE U.S. CIVIL STRUCT COMMUN. HERR TRYIN, I ZAMINATION OF ACCEPTING CHILD STRUCT ARISENTERS. If your onewer is "Yes" give dates of and reasons fuch debarrant in Trent, 9	78) (7)	z	(B) ARE YOU A DISABITO VELEPAND. If 49, and you have not listed your disability in anamet to listed your disability in anamet to listed 30 below in 11 ten 35 below. (C) ARE YOU A VETERAND WOOM AND HAD NOT REMARRIED.
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uniol Gigni B B. CONSICEREUM ASSIGNING YOU TO HONKE. If 30-ir answer is "Yes," give complete dotails in Item 39 : hat consistant on can be direct to your physical fitness (c		z	THIS SPACE FOR USE OF APPOINTING OFFICER ONLY The information contained in the answers to Question 37 above has been yest.
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is punishable by Law (U. & Code, Deed Title 18, Section 80)		* 25.g- 6	out har till K toute go Arme, souther souther, and agrees we If female,

As of 5 July, 1951, Subject's Washington address is

3817 Davis place N.W. Phone - Ordury 1618

PERSONAL HISTORY STATEMENT

- Instructions: 1. Answer all questions completely. If question is not applicable write "NA.", Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.
 - 2. Type, print, or write carefully; illegible or incomplete forms will not receive consid-

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? .. BEC. 1. PERSONAL BACKGROUND Telephone: A FULL NAME SEX Charlotte Louise Zehrung (Kint) Office .. RE 1820. PRESENT ADDRESS 1401-16th St., I. W. Washington, D. G. USA (Stale) (Country) PERMANEST ADDRESS __San_Rae_Gardens __Dayton _Q __Ohio_RR__11 __USA _______(State) B. NICKNAME _ BLOTP1 ____ WHAT OTHER NAMES HAVE YOU USED? _____ OR O UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? ____ started to use it at school. HOW LOSG! _____ 5 YES IF A LEGAL CHANCE, GIVE PARTICULARS _____ C. DATE OF BIRTH _____ Dayton ___ Ohio ____ USA _____ (County) D. PRESENT CONCERNITY BISA BY BIRTH: JOS. BY MARRIAGE? NO. HAVE YOU HAD A PREVIOUS NATIONALITY? 100 POPER No. (Country) HELD BETWEEN WHAT DATES! _____ TO ____ ANY GTHER NATIONALITY! _____(Country) HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP! BQ . . GIVE PARTICULARS:



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	8. NAME	* *			(01814)	AGE	
	CITIZENSHIP	ADDRESS		<i>"</i>)			
SEC.	5. FATHER (Give the same			(City) guardia:	(State)	parate she	et)
	FULL NAME Samue	1)	(Middle)		(Last)		
	LIVING OR DECEASED	living DATE OF I	DECEASE	**********	CAUSE	******************	
	PRESENT, OR LAST, ADI	ORESS San Rae Ga	rdens, Day	rton 9	, Ohio	USA (Country)	
	DATE OF BIRTH 1/23/	1892 PLACE OF BIRT	ru Rosevi	11e, ()hio	USA (Country)	
	DE BORN OUTSIDE U.S. I						
-	OCCUPATION Landscap	e Architect	MPLOYER OW	n empl	oyer -		
	EMPLOYER'S OR OWN BU	JSINESS ADDRESS Sa	n Rae Gard	ens, I	ayton (Summe)	Ohio	
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EC. 6	. MOTHER (Give the same	information for stepino	ther on a separ	ate sheet)	is the same of the	
	FULL NAME Hazel	Charlotte Jack	kson Zeh	rung	(Last)		
	LIVING OR DECEASED A	lying date of di	ECEASE		CAUSE		
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	CITIZENSHIP USA	WHEN ACQUIRED?	birth v	VHERE?.	(City) this	le) (Countr	 7)

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EC. 7	. BROTHERS AND S	ISTERS (Includi	ng half-, sten-,	and adopt	ed brothers	and siste	rs):
	,			•-			
	1. FULL NAME	Nancy (First)	Zehr	ung		AGE	21
	PRESENT ADDRES	. Verity Hal	1.Middleto	wn Host	ital.Kid	dletow	n, Ohio,
		(St. and Number) Dorothy	(City)_	(Blate)	(Country)	(6	Itizenship) 🕳 🕳 😈 🖁
	2. FULL NAME	(Firet)	(Midd		nrung	AGE	
	PRESENT ADDRES		ardens. Da	yton 9.	Ohio U	SA	USA
		(St. and Number)	(City)	(State)	(Country)	((itisenship)
	3. FULL NAME	Mary (First)	r.112900th	L 2	enrung	AGE	15
	PRESENT ADDRESS	s San Rae	Gardens,	Dayton	9. Ohio	USA	USA
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	FULL NAME(Pret)	(Mikile)	(iari)
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•	IF BORN OUTSIDE U. 8. INDICATE	E DATE AND PLACE OF EN	TRY
	CITIZENSHIP WHE	ACQUIRED?	WHERE?
	OCCUPATION	LAST EMPLOYER	
SEC.	10. RELATIVES BY BLOOD, MARK OR WHO ARE NOT CITIZENS O		
	1. NAME Col. Paul Zehrung	RELATIONSIII	P cousin AGE 38
	CITIZENSHIP USA 2. NAME distant relatives	ADDRESS HI USA FE,	APO 633 Post Master
	Urandoarenta on id	irnaris sida dawa i	rom Sweden
	CITIZENSHIP		
harring a	3. NAMECITIZENSHIP		
Sec.	11. RELATIVES BY BLOOD OR MA THE U.S. OR OF A FORFIGN GO	RRIAGE IN THE MILIT.	
	1. NAME Col. Paul Zehrun		
			APO 633 Post Mester,
			of Naintenance HI USA F
	2 NAME Major Jack Macklin		
	CITIZENSHIP USA	ADDRESS	instan, D. C. USA (Country)
	TYPE AND LOCATION OF SERVICE		
	3. NAME Mrs. Elsie Dicke	nt RELATIONSHIP	Aunt Agr55
	CITIZENSHIP USA		
,	TYPE AND LOCATION OF SERVICE	(IF KNOWN) Social Wo	ork - Dept. of Interior
		(5) -located i	n Kontana — 10 ama 1

SEC. 12. POSITION DATA

	B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? \$ 3,100
	C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY
	FREQUENTLY, CONSTANTLY :
	D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C
	ANYWHERE IN THE UNITED STATES, OUTSIDE THE UNITED STATES
	E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:
24777	
	13. EDUCATION
	ELEMENTARY SCHOOL West CarrolltonessWest Carrollton, O. USA
	DATES ATTENDED 1933 - 1944 GRADUATE? Yes
	HIGH SCHOOL Oakwood High School Dayton 9, Ohio USA (Country)
	DATES ATTENDED 1944 - 1946 GRADUATE: Yes
	COLLEGE Syracuse University ADDRESS Syracuse, New York USA
	MAJOR AND SPECIALTY Economics & Spanistears completed 4
	DATES ATTENDED 1946 - 1950 DEGREE . BA
	COLLEGE Universidad de San Cables Guatemala City, Guatemala (Comp.)
	MAJOR AND SPECIALTY Spanish YEARS COMPLETED 5 credits
	DATES ATTENDED SUMMER 1948 DEGREE none given
	CHIEF UNDERGRADUATE COLLEGE SUMJECTS economics - statistics
	Spanish Gromman him literature
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SEC.	14.	ACTIVE !	U.S.	OR	FOREIGN	MILITARY	SERVICE	none
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FROM E A	DDRESS Box 20 (St. sn IND OF BUSINESS D	40 Dayton (d Number) (Civ) (traory	NAME OF SUPERV	hio USA (Country ISOR Ray McKe	y) oc!m:10
FROM E A K	DDRESS BOX 20 (St. en. 1810 OF BUSINESS No. 1811 Cles	40 Payton (d Number) (City) (Preory)	NAME OF SUPERV	hio USA (Countries of Ray McKetter) 10 PER_	ochnie hr.
FROM E A K	DDRESS BOX 20 (St. sa IND OF BUSINESS TO ITLE OF JOB Clet OUR DUTIES DOO!	40 Payton (display (Cir.) (Ci	NAME OF SUPERV	hio USA (Countries on Ray McKe 10 PER ng, making Cloral arra	hr.

EMPLOYING FIRM OR AGENCY Estional Pagnut Council Address 1111 Dipont Circle Euilding, Washington, L. C. USA (Stand Number) (Circ) (State) (Council) KIND OF BUSINESS Trade Assoc. NAME OF SUPERVISOR Er. William P. Seel TITLE OF JOB Asst. Bookkeeper SALARY: 200 PER DO. YOUR DUTIES bookkeeping, filing, general office work, financia reports REASONS FOR LEAVING Feturn Lond to help my father in his busines. FROM 6/47 TO 8/47 (LIFE IN FEDERAL ERRYCE) EMPLOYING FIRM OR AGENCY Prigidaira, Ocheral Lotora ADDRESS Plant / 2 Dayton 9; Ohio USA (State) (Circ) (Circ) (State) KIND OF BUSINESS (MATPLE) (Circ) (State) (Council) TITLE OF JOB SALARY: PER YOUR DUTIES Office work in the chemical Isboratories WORK in the factory proper	FROM 7/50	то 5/50	CLASSIFICA	ATION GRADE ERAL BERVIC	E)	**************************************
ADDRESS 1111 Dipont Circle Euilding, Washington, L. C. USA (Blad Humber) (Blad Circ) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad) (Blad Humber) (Blad)	EMPLOYING FIRM	-	onal Peanut	Council		
KIND OF BUSINESS Trade Assoc. Name of Supervisor Er. Tilliam P. Seal Title of John Asst. Bookkeepor salary 200 pre Ho. Your Duties bookkeeping, filing, general office work, financia reports REASONS FOR LEAVING return Long to help My father in his busines FROM 6/47 TO 8/47 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE) EMPLOYING FIRM OR AGENCY Prigidaira, General Lotora ADDRESS Plant # 2 Dayton 9, Ohio USA (Riand Number) (City) (Said) KIND OF BUSINESS 19201f. NAME OF SUPERVISOR Er. Expert Halderna TITLE OF JOB SALARY PEE YOUR DUTIES Office work in the chemical laboratories WORK 10 the factory proper REASONS FOR LEAVING 10 Can's SPICATION GRADE WORK 10 the factory proper REASONS FOR LEAVING 10 Can's SPICATION GRADE WORK 10 the factory proper REASONS FOR LEAVING 10 CAN'S SPICATION GRADE WORK 10 CAN'S SPICATION GRADE WORK 10 CAN'S SPICATION GRADE WORK 10 CAN'S SPICATION GRADE WILLIAM Handers 10 CAN'S SPICATION GRADE ADDRESS STREAM JORGE 10 CAN'S SPICATION GRADE WILLIAM HANDERS 10 CAN'S SPICATION GRADE WILL	.nnnngg 1111	Dipont Circle	Euilding, W	ashington	, t. c. t	AE
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1	17. GENERAL QUALIFICATIONS
	A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," "FI.UENT")
	LANGUAGE Spanish SPEAK fluont READ fluent WRITE flue
	LANGUAGE Fronch speak slight read fair write foir
	LANGUAGE SPEAK READ WRITE
	B.LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROCIENCY IN EACH:
	Art-drawing, painting, crafts, studied at school - good
	Swimming, good; Reading; Knitting, good; Basketball, fa
	tennia, fair
	C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHI
	I have opent a summer in Gustemals, living with a Gustemal
	family, learning the life and ways of a Spanish family and
	I have quite a complete knowledge of the florist business
	helping my father over a period of about 8 years.
	D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCTURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:
	calculator

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, BUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.	
IF YES, INDICATE KIND OF LICENSE AND STATE	
FIRST LIC, OR CERTIFICATE (YR)LATEST LIC. OR CERTIFICATE (YR)	
F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS: (1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT EUBMIT COPIES UNLESS REQUESTED) (2) YOUR PATENTS OR INVENTIONS (3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE.	
(4) HONORS AND FELLOWSHIPS RECEIVED 3-I did a lot of extempt and declamation work in public sp	
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contests in high school. I am a member of the National League.	Forensic
*	
4-I received a partial acholarabio from Chapel ot Syracuse	
University	
G. HAVE YOU A PHYSICAL HANDICAP, DIBEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK! IF ANSWER IS "YES," EXPLAIN:	-
	,
ELDO YOU RECEIVE AN ANNUIT? FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:	
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Sec.	18. GIVE FIVE CHARACTER REFER MATELY—(Give residence and busin	ENCES—IN THE U. S.—WHO KNOW YOU INTI- less addresses where possible.)
		Street and Number City State
	i Mr. John Lewis B	us App Oskwood High School, Dayton, Ohio
	R	ES. ADD. NA
	2 Mr. Herbert Holderman B	us and Frigidaire, Plant 2, Payton 9, Ohio es and 11 Winding Way, Dayton 9, Ohio
		US ADD Harries Bldg. Dayton Ohio
	Mr. George Pohlmeyer B	US ADD NA ES ADD 96 Winding Way, Dayton, Ohio
	5. Kiss Katherine Smith Burk	US ADD NA ES ADD 59 Wiltshire Dayton 9, Ohio
SEC.		
•	1. Miss Theadosis Loren Bu	Street and Number City State
	R	s ADR R. R. 2 Cazanovia N. Y.
	2 Mrs. Ed Eastin BU	S ADR San Rae Gardens Payton 9, Ohio S ADR Pease Ave., West Carrollton, Chi
	3 Niss Betty Hollie BU	s. ADD. Arlington Anox, Arlington, Va. s. ADD. 1401-16th St., N. W. Washington I
		s. App. Univ. of Syracuse, Syracuse, E.Y s. App
	5. Mr. Walter Bohm BU	s arn. Winter's National bank, Dayton, s ann 259 Greenmont blvd. Dayton 9, 0
SEC.	20. GIVE THREE NEIGHBORS AT YOU (Give residence and business addresses w	•
		Street and Number City State S. ADD. San Rao Gardons, Dayton 9, Ohio. S. ADD. Same R. A.
School	1 Mary Mary 1 Ma	
	· <	and Box 303 Spancer M. V.
isighbor	(3. Kisa Karilyn Lorris, BU	S ADDAA
ner term	${ m RE}$	s ADD. 811 Abbott St. Highland Park
SEC. 2	21. FINANCIAL BACKGROUND	
	A. ARE YOU ENTIRELY DEPENDENT OF OTHER INCOME	on your salary? "Yeə if not, state sources
		with which you have accounts est Carrollton, Unio
		Mat Co. Washington D. A. 10-east

and the state of

	C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY?
*****	D. GIVE THREE CREDIT REFERENCES—IN THE U.S. 1. NAME
Sec.	22. RESIDENCES FOR THE PAST 15 YEARS FROM 4-1-51 TO Present 1401-16th St., N.W. Washington, P.C. US
	FROM 5=50 TO 4-51 San Rae Gardens Dayton 9, Ohio USA (St. and number) (City) (State) (Country)
	FROM 2=50 TO 5=50 2601=16th St., NV Washington, D.C. USA (St. and number) (City) (State) (Country)
	FROM 9-48 TO 2-50 901 Walnut Ave., Syracuse, N. Y. USA (St. and number) (City) (State) (Country)
	FROM 9-46 TO 9-48 two cottages of Syracuse Univ, Syracuse (ML and number) (City) (Mate) (Country) USA
	FROM 7-48 TO 8-48 9 C.P. # 30 Gustemula City, Gustemala (St. and Suppler) (City) (State) (Country)
	FROM time before this San Rae Gardens, Dayton 9, Ohio USA (Stand sumber) (City) (Stand) (Country)
	FROM
	A. FROM 7-46 TO Kexico City Vexico tourist (City or perton) (Country) (Purpose) FROM 7-48 TO 8-48 Gue temala City Gue temala student (City or perton) (Country) (Purpose) FROM TO (City or perton) (Country) (Purpose) FROM TO (City or perton) (Country) (Purpose) FROM TO (City or perton) (Country) (Purpose)
SEC.	24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, GROANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED: 1. Delta Gamma - Pho 901 Walnut Avo., Syracuse, N. Y. USA (Name and Chapter) (St. and Number) (Cry) (Sque) (Country) DATES OF MEMBERSHIP: 1947-50 active - 1950 to present inactive 2. Spanish Club Syracuse Univ., Syracuse, N. Y. USA (Name and Chapter) (St. and Number) (Cry) (State) (Country) DATES OF MEMBERSHIP: 1947 - 8 - 9 3. Economics Club Syracuse Univ., Syracuse, N. Y. USA (Name and Chapter) (St. and Number) (Cry) (State) (Country) DATES OF MEMBERSHIP: 1948 - 9 - 50 7. Epoymies - Grade School - West Carrollton, Obio USA (Country)
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	P. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW: ***CO E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940: ***EPA & DPA; Atomic Energy Commission; Gouncil of Geographic Names
	ELIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940: SPA & DPA; Atomic Energy Commiscion; Council of
	E LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940:
	IF ANSWER IS "YES," GIVE DETAILS BELOW:
	IF ANSWER IS "YES," GIVE DETAILS BELOW:
	CHAVE YOU EVER BEIN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE;
	R DO YOU USE, OR HAVE YOU USED, INTOXICANTS: YES IF SO, TO WHAT an occasional drink at dinners and parties EXTENT!
	IF "YES," EXPLAIN:
	EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES!
EC.	25. MISCELLANEOUS A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATE OF HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER ADVOCATED.
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	Sigma Theta Phi - Dayton 9, Ohio USA high school sorority (Name and Chapter) (St. and Number) (City) (State) (Country)
	DATES OF MEMBERSHIP: 1945-6 active
	National Forensic League - Oakwood High School, Dayton 9, 0. (Name and Chapter) (St. and Number) (Chapter) (State) (Country)
	DATES OF MEMBERSHIP: 1948-9
	2nd & 1st Cabinet - Chapel - Syracuse Univ., Syracuse, N.Y. U. (Name and Chapter) (St. and Number) (Gu) (State) (Country)
	(Name and Chapter) (St. and Number) (City) (Blate) (Country) DATES OF MEMBERSHIP: 1946-7-8-9
	195D- International Relations Club - Syracuse Univ. Syracuse H.Y. (Name and Chapter) (St. And Number) (City) (State)
	1943-4 12. Alumni Association of Syracuse Univ, Syracuse, N. Y. USA
	 Girl Scouts - High Scool - West Carbotton, Obio USA Hommadon - Westminated Presbyter Courch - Dayton 9,

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Sec. 2	6. PERSON	ro be noti	FIED IN CA	SE OF I	EMERGI	ENCY:		
•	NAME	Bemuel D.	Zehrung	******		REL	ATIONSIIIP	father
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Sec. 11 - Mr. Jin dehrung, Sr. Uncle.

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USA 1210 Wilson Dr., Dayton, Ohio USA

Mechanical Engineer - Wright Air Field,

Dayton, Ohio

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CONFIDENTIAL SECURITY APPROVAL

Date: 16 Oct. 1951

Chief, Covert Fersonnel Division

Your Reference: L2419

M: Chief, Security Division

Case Number: 56840

SUBJECT: ZEHRUNG, Charlotte Louise

- This is to advise you of security action in the subject case as indicated below:
- [] Security approval is granted the subject person for access to classified information.
- Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.
- The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 1C-9.
- 2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.
 - Subject is to be polygraphed as part of the ECD procedures.

CONFIDENCIAL

Fram St. 33-101

•	INTEROFFICE MEMORANDUM
/	Date: 4 August 1951
T0: C	hisf, Covert Personnel Division
FROM: C	hief, Security Division
8UBJECT	: ZEHRUNG, Charlotte Louise 56840
	Reference is made to your request for security clearance of the subject who is being considered for employment in the following position:
2.	This is to advise you of the following security action:
em; em;	a. I Provisional security clearance is granted to permit subject's cloyment on a temporary basis in the following area or in the following eacity: D Street Pool
	This clearance is prested upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be issued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.
com que Sec	b. Name-checks have been completed on this percon. Arrangements uld now be made by your office for an interview in this Division. Upon pletion of this interview further consideration will be given to the rested Limited clearance for access to information classified no higher than ret. If subject has not entered on duty under a previously gracted previously clearance the interview should be arranged after entrance on duty.
tio	c. Subject in security approved for temporary appointment to a posi- n requiring access to information classified no higher than Secret.
	Officials of the employing office should be advised of this security limitation and should be instructed to supply future opportisors with advice as to the limitation so as to insure continued compliance.
	Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full accurity clearance, the present limitation will be rescinded and supervisors should be advised accordingly.
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DIANDARD FORM 36 (1 FATT)

UNITED REATER

CIVIL SERVICE COMMISSION

OCTOBER 1946

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UNITED STATES RETMENT OF THE INTERIOR OF THE SECRETARY

NOTIFICATION OF PERSONNEL ACTION I. DATE OF BIRTH 1. NAME (MR.-MIDS-MRS-FIRST-MIDDLE INITIAL-LAST) 1/12/20 This is to notify you of the following action affecting your employment: S. EFFECTIVE DATE 7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY NATURE OF ACTION (USE STANDARD TERMINOLUGY) (To except Axcepted Apple 8/26/51 Comercian with Control Intelligence TO Agency . POSITION TITLE Statistical Praftsman (CS-1853-3-603) 9. SERVICE, GRADE. BALARY 63-8, \$2650.00 por summ Office of the Secretary 10. ORGANIZATIONAL DESIGNATIONS Division of Goography Research Branch II, HEADQUARTERS Washington, D. C. DEPARTMENTAL 12. FIELD OR DEPT'L DEPARTMENTAL FIELD IS, REMARKS Any loave remaining to your credit will be transferred. reparated without recogleyment rights. -Trans-Tuestalling of the Partie of the Parties of 16. POSITION CLASSIFICATION ACTION 15 VETERAN S PREFERENCE laragul.035 Merking "" Paril, Interior, Office of the Mio (plained)

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STANDARD FORM 61 (NEVISLOAPHILE 1949) ROMUR GATED BY CIVIL TEXTICE COMMISSIC CHAPTER AS FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.-- Before swearing to these appointment affidavits, you should read and understand the attached information for appointed

Interior	Office	of Secr	etaru	Washinga	fon D.C.
1, Charlotte	L 3d	Address	do sole	mnly swear (or affir	m) that—
A DATH OF OFFICE		J. J.		• ,	·

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. 5.2...... which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

A. day of ... NOTE .- If the oath is taken before a Notary Public the date of expiration of his commission should

LECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

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1/12/29	Dayton	,	, (Q.	U.SA	
B. (A) IN CASE OF EMERGENCY PLEASE NOTIFY	(E) P.				The state of the s	TELEPHONE NO.
Samuel D. Zehru	ris Fo	st h	~	1 57	TICE GOTYCHS- PRI II WI	+ 5831
4. DOES THE UNITED STATES GOVERNMENT EMPLOY. THE PAST 24 MONTHS? YES -40 If so, for each such relative fill in the bla					ssary, complete under Item 10.	HAVE LIÝED WITHI
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ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TI	erritony, county, ga				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
If your answer is "Yes", give details in Ite			×		P-239	
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If your answer is "Yes", list all such case the in each case (i) The data, (7) the each			X			************
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penelly imposed, if ans, or other disposit If appointed your fingerprints will be take	n of the case	·				
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INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the feregoing certificate is ruside shall determine to his norm attrafaction that the appointment we clid be in cost formance with the Givil Service Act, applicable Civil Service Rules and Legislation and airs of Congress pertaining to appointment.

This form should be checked for holding of office permind, schability in connection with any record of recent discharge or agreat, and purposarily for the following.

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tollowing.

(1) Identity of enpointee - The appearance with mary for the to be competed with the application in the other pertuent gapen. The physical separate may be checked against the insided certifout. The appearance tray since the questioned on his personal history for segregation with the previous statement with his previous statement.

previous statements.

(2) Age of definite age limits have been established for the position, individe be determined that applicant is not outside for age rings for appearment. Until such determination is made, the appointment is not be ensuranced.

(1) Citamethy—The appainting officer is responsible for observing the extension pre-visions of (1) the Civil Service Rules and (1) inproposition of it. Form of constituers an antiasist for both purposes and it acceptable most of citamenthy action in the above of could citizenships action in the above of could citizenship action in the above of could citizenships. In doubt of once the apparaturent should not be consummated with environce has been secured from the certificity obeyend the Civil Service Commission.

(4) Mambors of Facult — Section 9 of the Civil Service Act provides that subserver there are already two or once members of a family serving tooler production of permanent men mixed in the competitive service, no other neutric of such family a eligible for probational or permanent appointment in the competitive services. The appointments of permanent appointment in the competitive services. The appointments of permanent appointment in the control we not subject to this requirement. The termbers desardly provided since not supply to transport or productions. Do obtain assessingly to prepare to the appropriate office of the Civil Service Come, since for decimal

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WASHINGTON, D. C.

Date of Action

Re: Mass Charletto L. Kehrung San Rac Gardens, R.R. 11
Dayton 9, Chio

INDEFINITS APPOINTMENT

Effective Dates

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	From	To
Position		Statistical Draftsman
Grade and Salary		65-3, \$2650.00 per annum
Bureau		(GS-1533-3-504) Office of the Secretary
Branch		Division of Goography Research Branch
Headquarters		Rashington, D. C.
Departmental or field		Departmental

O. I. - Wartha E. Reid

This appointment is subject to a trial period of one year. Subject to investigation.

Under this appointment you will be covered by the National Social Security & sec.

OFFICE OF PERSONNE

FEB 15 1951

BSAM

(SGD) JHOMAS H. TELLIER

Signed ATTEXACT Congil

Appropriation Tide Un16965.001 Working Fund, Interior, Board on Goographic Hands, Sundry, 1991.

Additional to the contract of

Miss Sohrong has been selected for appointment from Civil Service Cortificate H-2580.

Her Civil Service papers, nedical certificate, and Form 65 for pro-appointment levelty check are attached.

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STANDARD FORM 65 Principles 4 August 4, 1967, by Cleak persion Commission	REQUEST FC ORT	OF LOYALTY DATA OF	I AL ILANI	S AND APPOINTEES	
Clear service Commission (Classical L. F. F. M.)	THE FORM TO BE USED ONLY FOR APPLICANTS AND APPOINTEES WE'RE RECORD CHICKS AND INQUITIES AND CONDUCTED BY CLIVE, SERVICE COMMISSION (PART 1—LACUTIVE ORDER 1915)				
TO:					
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		DATE OF "-IE REPORT	
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PREAPPOINTMENT LOYALTY CHECK	MAR 1.5 1951		
PRELIMINARY REPORT OF CLEARANCE ON INITIAL CH	FCYS	•	
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Preappointment loyalty check has been made on the si	ove spolicant for	r a 'sensitive' posi-	
tion, pursuent to Chapter 12 of the Federal Personnel Ma		1	
tory information regarding this person's loyalty,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
		•	
No further papers are required if the proposed as	tion is the appo	intment of a person	
employed by another agency and you have determined from	the losing agency	y that the appointed	
or incumbent check has been completed.			
For any other type of appointment action, please	submit to this's	office within three	
working days after the appointee enters on duty (1) app		** *	
vestigation or inquiry conducted by your agency on a pr			
Form 87 (fingerprint chart) unless fingerprint search ha	s already, been ma	ede as shown by item	
9A helow.	·	1	
	·····		
VA. FINGERPRINE SERRCH HAS BEEN COMPLETED AS PART OF THE PREA	PFGINTHEMT LOTALLY	CHECK.	
B. FINGIADMINIS HERE NOT SUBMITTED AS PART OF THE PRESPOSING	ENT LOTALTY CHECK.		
A COLUMN TO THE PROPERTY OF TH			
C. FINGERPRINTS WERE UNCLASSIFIABLE. YOU MAY ELTHER 12: MAP'S WITH THE OTHER REQUIRED PAPERS, OR 12: WITHHOLD APPOINTMEN			
1104 OF FINGERPRINT SEARCH BEFORE YOU DECIDE BMETHER TO AT		- STANFACTOR THE COUNTY	
UNCLASSIFIABLE FINGERFRINTS [] ARE ATTACHED.	•	·	
WILL OF FORMARDED ON DECES	T FROM DUB CENTRAL	OFFICE.	
	·····		
Please use the copy of this notice for your transmi		•	
vided on the back for your convenience. A reply is require sary to transmit forms in this case.	eo, even though i	t may not be news-	
acty to transmit forms in this case.	L		
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TO: DIRECTOR. U. S. CIVIL SERVICE REGION 2. Forms not submitted because proposed personnel action dropped from consideration. Forms not submitted because this is an appointment without break in service of a person who was
employed by snother agency and it has been determined from the Official Personnel Folder or the
losing agency that the appointee or incumbent check has been completed. 4. Reprints on Standard Form 87 attached. Decision regarding appointment will not be made until the results of the FBI lingerprint search have been received. REMARKS: Forms 57 and 67 attached; # 35 SIGNATURE OF APPOINTING OFFICER OFFICIAL TITLE Personnel Officer, (Sûu.) r. Y. SL.17H April 9, 1951 Office of the escretary.

Dept. of Interior.

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OPTIONAL FORM NO. S		MD ADDRESS (Street, city, and State)	
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(Surendents Coc round 1988) Return this		f, Administrative Bras	ch
INQUIRY AS TO AVAILABILITY		sion of Geography	
INTINIA TO NAVIEW PIET		of the Interfer	
	Wash	ington 25, B.S.	
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Miss Charlotte L. Zehrung	4	Draftsman, G3-3	7,576 7.44
San Rae Cardens, RR11		LOCATION -	
Dayton 9, Ohio		Washington, D. C.	
L		TYPE OF APPOINTMENT: Indefin	120
(Please correct address if different from above)		PROBATIONAL	l
		TEMPORARY POR	
This office is considering you among others for the employment	t describ	ed. Please fill out the "Availabil	ity Blatement"
below, indicating whether you would accept this position if offered,	and retu	irn the entire sheet to this office.	Appointment
would be subject to the Civil Service requirements described on th			
please reply within	se who a	re available may be selected as pr	omptly as pos-
Pollure to reply to this inquiry will result in the removal of you		from the confessor of alimities unt	il eich time as
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THIS IS A LETTER OF INQUIRY AND NOT AN OFFER		· ·	will be notified
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I request that my name be removed from the active list of eligi	bles unti	I report that I am airmliable for	appointment.
Consider me available for other appointments, subject to the for			I
The position must pay at least \$2, 62 \$ Q per	3.48.64	(year, mounts, day, or l	iour).
I am willing to work: I In Washington, D. C.; Ar	where	in the U. 8.; 🔲 Ourside the U.	s.
I will accept appointment in the following locations only:			
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I will accept short-term appointment for: 1 to 3 mon	the;	3 to 6 months: Fina 12 mon	oths,
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BTANDARD FORM 78

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(Applicant must supply information below to heavy line)

(Typewrite, or Print in Ink)

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4. ADURESS		1 (1)	& TITLE OF PUSITION	- 01 1	
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(n) does the veterans administ	TRATION RECOGNIZE SERVICE-C	CONNECTED DISABILITY	I IN YOUR CASE! YES [J iio	
(C) HAVE YOU EVER RICEIVED DIS	ABILITY RETIREMENT FROM TH	ie u 🧸 Çivil Service	COMMISSION? 🔲 YES , 🔀) NO	
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this is ton tressers order sobren	1001 1, 1221/.	L	2) IN. L 7	_ IN. TO _2 2 IH.	ų
(C) EVIDENCE OF DISEASE OR INJUS	RY: RIGHT		LEFT		
(II) COLOR VISION- IS COLOR VISIO	Y NORMAL WHEN CHIRARA OR	OTHER COLOR PLACE	TEST IS USED) TYES 1	ið	
IT NOT, CAN APPLICANT PASS L	antern, yarn or other com	PARABLE TEST? []	YFS NO		
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9. HEART AND BLOOD YESSELS	MM, HG SYSTOLIC	
(B) IS DRIGANIC HEART DISEASE PRESENT? TYES [N] NO	(C) IF ORGANIC HEART DISEASE IS PRESENT, IS IT FULLY COMPENS	SATEDI
(D) PULSE PATE / 0	YES NO	
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IF THERE IS HIGHORY OF TUBERCULOSIS, IS ANY TYPE OF COLLAPSE THEI UNDER "REMARKS." IS MEDICAL SUPERVISION NECESSARY! YES (IF X.RJY IS MADE, GIVE REPORT UNDER "REMARKS.")	RAPY BEING RECEIVED AT PRESENT? TYES NO. IF "YES," GIVE FI	ULL DETAIL
11. HERNIA: YES X NO. IF "YES," NAME VARIETY: INGUINAL, VENT		
IF PRESENT, IS IT SUPPORTED BY A WELL-FITTING TRUSS? TYPES TO SERVED THE PRESENT OF THE PRESENT		. ,
13. FEET; IS FLAT FOOT PRESENT? 🔲 YES 💢 NO. 1F "YES," STATE DEGI	REE OF IMPAIRMENT OF FUNCTION (RORE, SUIGHT, MODERATE, SEYE)	RE()
14. DEFORMITIES, ATROPHIES, AND OTHER ABNORMALITIES, DISEASE NOT II		
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18. SCARS OF SERIOUS INJURY OR DISEASE		
IS, NERVOUS SYSTEM: (A) INCLUDE SYMPTOMS AND FULL HISTORY OF ANY M	MENTAL, NERVOUS, OR EMOTIONAL ABHORMALITY (USE ADDITIONAL SHEET	S IF NECES
SARY): Mone		
(B) HAS APPLICANT EVER BEEN HOSPITALIZED OR TREATED FOR A MENTA	AL ILLNESST YES NO	
(C) WHERE (NAME AND LOCATION OF HOSPITAL):		•
(D) DATE OR DATES OF HOSPITALIZATION:		
5 , 5		
(E) DESCRIBE ANY RESIDUALS OF PREVIOUS MENTAL OR NERVOUS ILLNE	CSS4	
(F) ANY HISTORY OF EMILIPSY OR FAIRLING SPELLS? YES NO.	. IF SO, GIVE DETAILS UNCER "F: MARKS" BILLOW OTHER LANGBATORY FRAMINATIONS ARE MACC, GIVE DETAILS UNDER "REM	AOVE "
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ADDRESS OF EXAMINING PRISCIAL (Typod or printed)	21 CO YOU WAY FEELERAL DESIGNATION TO YES [2] NO	
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HEALTH QUALIFICATION PLACEMENT RECORD

(This section is comparable to Standard Form 90 promulgated March 1948 by Burcau of the Budget Circular A-24)

LMR (FIRST NAME) (MIDGE UNITAL) (LAST) MRS CIMELIAUTE I. CULLIFIED MSS	Juniery 18, 1939						
San mae Gardens, Dayton S, Unio	Statistical Draftsman						
L DEPARTMENT OR BUREAU IN WHICH YOU ARE TO BE TEMPOYED INTERIOR - Division of Geography	7. LOCATEN Tashington, D. C.						
A ARE YOU NOW EMPLOYED IN THE POSITION SHOWN IN HEM ST YES NO. THIS POSITION:	IF YOUR ANSWER 3: YLS. GIVE THE DATE OF YOUR ORIGINAL APPOINTMENT TO						
TO BE COMPLETED BY APPOIN	TING OFFICER: Sections 9 and 10						
(A) BRIEF DUTLINE OF WHAT WORKER DOES For the physician's use, set down in brief and simple terms what the employee does on this job, including sevironmental details such no sies to climb, distance to rest-room facilities, cafeterla, work-shift, etc. (Use Section 9 below.)	(D PHYLICAL DEMANDS OF THE POSITION In Section 10 below excircic the number of those factors which are exsential the duties of the position for which this applicant is being considered. The bian spaces may be used for special factors not listed.						
8. TITLE OF POSITION AND OUTLINE OF WHAT WARKER DOES IN THIS PUSITION (Addiss out of	dictionery of occupational titles as guide, as applicable)						

Statistical Draftsman - To assist in the performance of drafting, lettering and incidental statistical clerical work in the preparation and revision of index maps, showing the location of approved and disapproved names and the extent of features to which names apply; charts, graphs and other illustrative materials in connection with the functions of the Research Branch and for administrative purposes.

TO SE COMPL	ETED BY	EXAMIN	ING FF	IYSICIAN: Sections 10, 11, 12, 13, 14, and 15										
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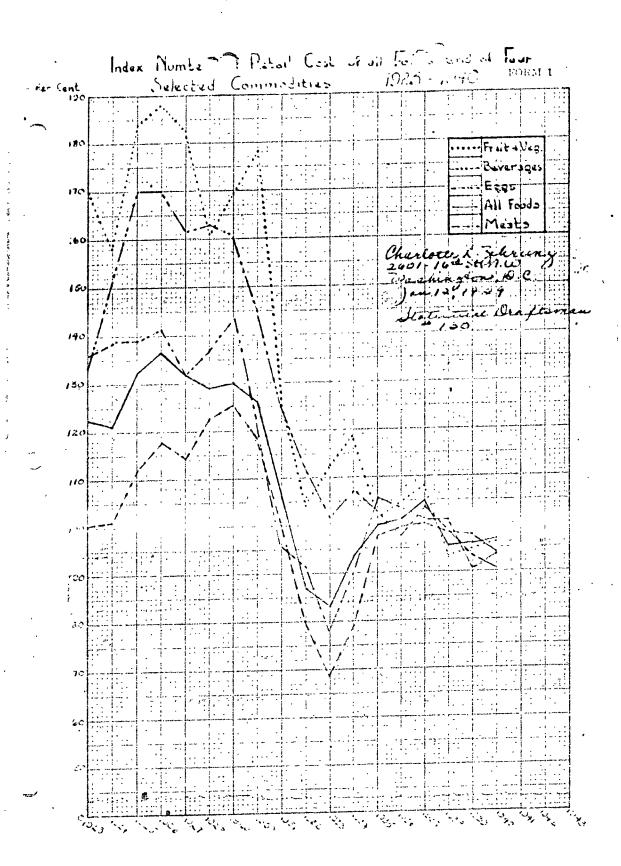
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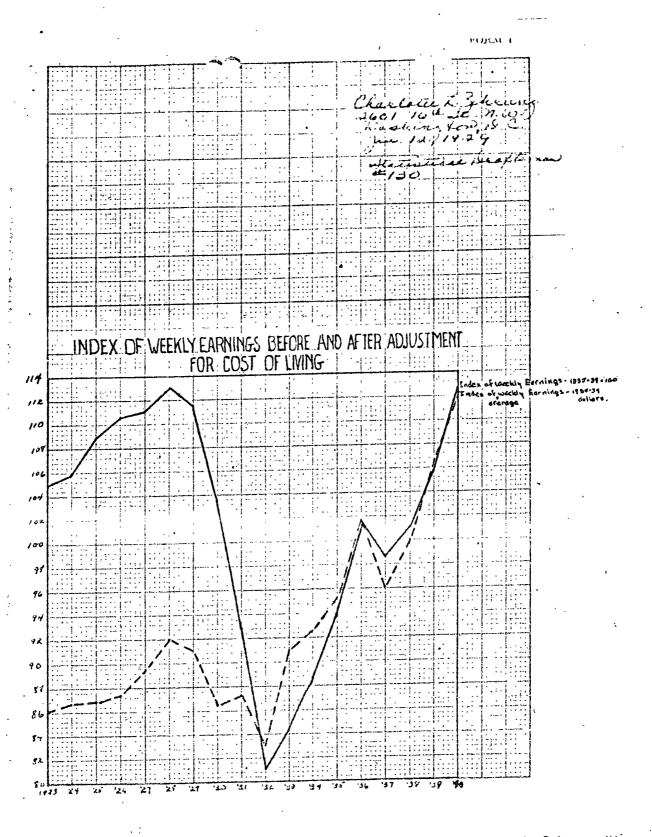
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Form 18 February 1946 UNITED STATES CIVIL SERVICE COMMISSION PROOF OF RESIDENCE Statistical Draftsman Charlotte. 1 Voting residence Prom Jan 19, 24 to Fib. 10(c) (Month) (Yr) 2. If during the past year you have not resided our! State or Territory, indicate in the following blanks (a) Date left (Month, Year) (b) Pate returned (Month, (c)) Location during all sense (City and Sec Washington D. Sept......144. Dec. 144 Jan. 50 6. If you are under 21 years of age, fill in the following Hanks
(a) Leval residence of parent or guardian
(b) Leval residence of parent or guardian From 19. to Worth 19. 9. If you are a married woman, fill in the following black
(a) Date of marriage (c) Langth of such residence Blate 10 to JURAT (OR OATH) 1 the understood DO COLLITIES (IWI As JOK APPEM) that the state knowledge and Lated fishing tempens according who sty the strongward confirms that ... the state of the control of the country of a commence of the NOTARY PUBLIC MY COMMISSION EXPIRES MARCH 11, 1954 OFFICER'S CERTIFICATE OF RESIDENCE Instructions —If the applicant's claim is leaved on logal renderce, the criticals must be evented by a redarge, por, paners of the period, or other others in the country of which the applicant claims received. It was come in the security by the repetitor of setters of either states of the Barral of Electron. In other case the officer must be a must be upoplicant, and the contribution must been in official seal, on to find the contribution of the extraction of the other contribution of the other contribution of the other contributions of the contribution of the other contributions of the contribution of the other to which the certificate, but the operation of the other to which the certificate. in Notary of the sound of the s Onio 54 . 14th day of February is 5 Ky commission expires July-19-1952

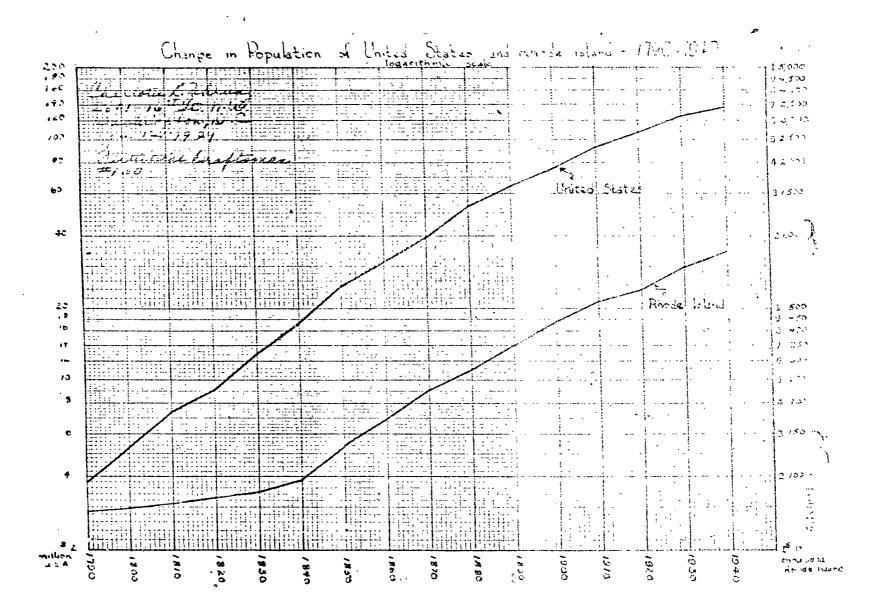
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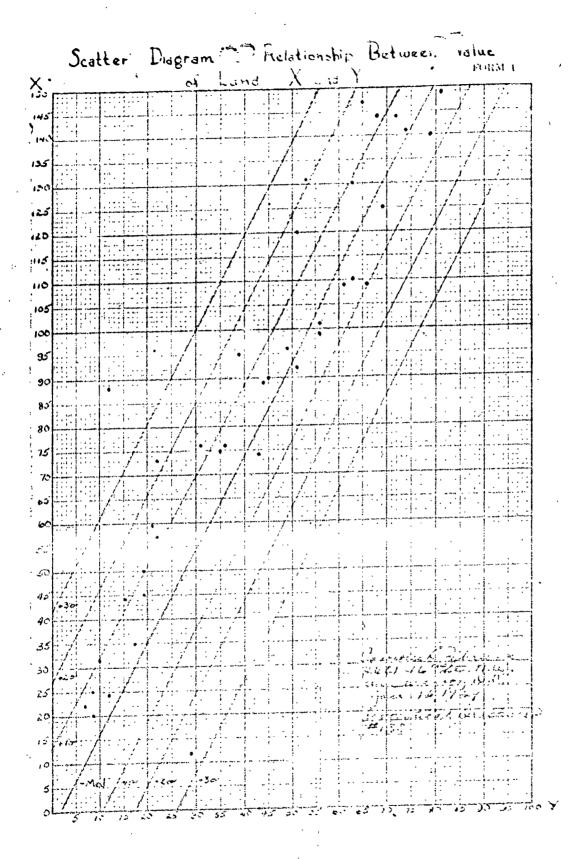


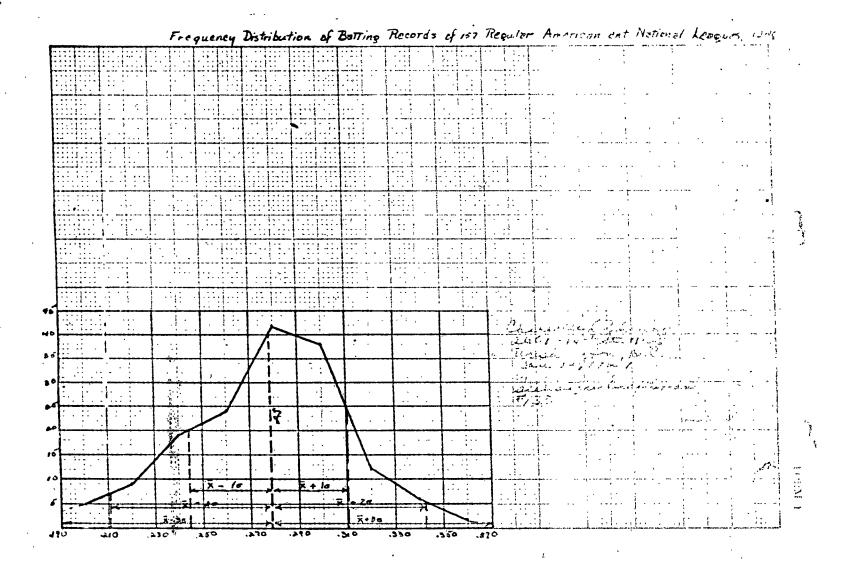
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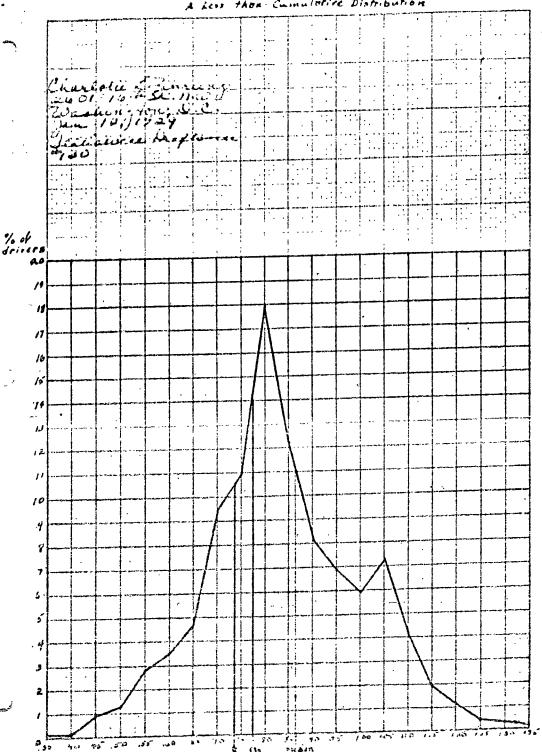


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S was included by water of your present employer regarding you	NUR .		╛	35 APF YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE TERRITORY, COUNTY, OR MUNICIPALITY? If your answer is "Yes," give details in Item 39			
26 ARE YOU A CITIZEN OF ON DO YOU OWE ALLEGIANCE TO THE UNIT			_}	36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CLIFICIAN CAPACITY			
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28 ARE YOU WAN OR HAVE YOU EVER BEEN, A MEMBER OF A FASCIST ORGA ZATAWA	M- :	1	ŀ	(4) Department or Agency by which employed, and (5) hind of appointment SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE			
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I HAVE YOU FIEL BEEN DISCHARGED ON FORCED TO RESIGN, FOR MISCONDUCT ON INSTINSTITUTORY SERVICE FROM ANY POSITION! If your answer is "Yes," give in Item 39 the name and draws of employers, date, and reason in each case	; ;		Ìι	13 (A) IF YOU SERVED IN THE UNITED STATES MILITARY OR MAYAL SPRICE DURING PRACTIME ONLY D.D YOU PARTITIONATE IN A CAMPAISH OR EAPELL ITCH AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBONT.			
PHALE WAY THER RELY BARRED BY THE U.S. CIVIL SERVICE CONVISSION TANTO: ELAWINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS! If your answer is "Yes," give dates of and reasons for order areas in Iron. 32	.i I	~	,	If so, and you have not hated your disability in answer to tem JJ, explain in Item J2 below (C) ARE YOU A VETERAN S WIDOW WID HAS NOT REMARRIED.			
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